



MEETING OF THE BOARD OF TRUSTEES
Thursday, February 6, 2014– 3:00 p.m.
Isadore A. Shrager Boardroom, M2-1

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of the Meeting of November 7, 2013
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Community College of Philadelphia

The Path to Possibilities™

MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday, February 6, 2014 – 3:00 p.m.

Isadore A. Shrager Boardroom, M2-1

- (1) Executive Session
- (2) Consent Agenda
 - (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of November 7, 2013
 - (b) Gifts and Grants
 - (c) Resolution of Support for 2014-15 PDE Capital Applications
 - (d) Renovations to Parking Garage
- (3) Complete College America Presentation
- (4) Presidential Search Committee
- (5) Report of the Chair
- (6) Foundation Report
- (7) Report of the President
 - (a) College Self-Study Strengths, Suggestions, and Recommendations
- (8) New Business
- (9) Next Meeting: Thursday, April 3, 2014 – 3:00 p.m.
Isadore A. Shrager Boardroom, M2-1

Future Committee Meetings:

Student Outcomes: Thursday, February 6, 2014
1:30 p.m. – M2-34

Business Affairs: Wednesday, March 19, 2014
9:00 a.m. – Isadore A. Shrager Boardroom, M2-1

Upcoming Events

Community College National Legislative Summit	February 10-13, 2014 Marriott Wardman Park Hotel Washington, DC
Law & Society Week	February 24-28, 2014
Spring Break – College Closed	March 3-9, 2014
Middle States Commission on Higher Education Team Visit	March 30-April 2, 2014
Pennsylvania Commission for Community Annual Meeting and All-PA Academic Awards Ceremony, Radisson Hotel, HA	March 31-April 2, 2014
Lobby Day in Harrisburg	April 1, 2014

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COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, November 7, 2013 – 3:00 p.m.

Present: Mr. Bergheiser, presiding; Ms. Biemiller, Mr. Edwards, Ms. Hernández Vélez, Ms. Holland, Ms. Horstmann, Mr. Johnson, Mr. Lassiter, Dr. Rényi, Representative Roebuck, Ms. Tsai, Ms. Vieira, Mr. White, Dr. Gay, Ms. Bauer, Ms. Brown-Sow, Ms. DiGregorio, Ms. Garfinkle Weitz, Dr. Hirsch, and Dr. Thompson

(1) Executive Session

The Executive Session was devoted to a discussion of personnel matters.

(2) Consent Agenda

Mr. Bergheiser requested approval of the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of October 3, 2013
- (b) Gifts and Grants

Mr. Lassiter moved, with Dr. Rényi seconding, that the Board approve the Consent Agenda. The motion carried unanimously.

(3) CLARUS Presentation

Ms. Brown-Sow stated that the College had conducted market research in 2005 and 2009. As a result of the research, the College developed a branding and marketing plan. Ms. Brown-Sow stated that the research conducted in 2013 surveyed 450 adults in the community and 300 high school students. Ms. Brown-Sow introduced Ms. Kathy Swanson, president of the CLARUS Corporation and a leader in higher education research, to review the results of the research.

Ms. Swanson provided a detailed presentation of the results of the research. It was noted that some of the responses indicated a slight decrease in first mention and familiarity of Community College of Philadelphia. The College ranks fourth in the market, and in the longer term, the numbers are up from the last time the research was conducted.

Mr. Bergheiser stated that he greatly appreciated the excellent presentation made by Ms. Swanson. He asked about next steps. Ms. Brown-Sow stated that the research had been shared with College staff. She indicated that the information will be used to inform other Plans of the

College and will guide discussions of programmatic priorities and the next marketing plan. Ms. Brown-Sow stated that the College is fourth in the market as evidenced by the survey. She stated that the College must continue to move up in the market, and that this is an opportune time to look to the future about getting students to view Community College of Philadelphia as the College of choice.

(4) Presidential Search

Mr. White, chair, Presidential Search Committee, reported that the Committee held its first meeting. He stated that the meeting went well. There was great participation and commitment by the Committee to recommend candidates for the presidency.

Mr. White stated that the Presidential Search Profile had been prepared with the search consultants. He stated that several suggestions were made by the Board which were incorporated. Mr. White recommended Board approval of the Presidential Search Profile and Advertisement as discussed in Executive Session.

Ms. Rényi moved, with Ms. Hernández Vélez seconding, that the Board approve the Presidential Search Profile and Advertisement. The motion carried unanimously.

Mr. White reported that the Association of Community College Trustees will be holding a session on the role of community college trustees in January/February 2014. He stated that he will circulate information on this event in case members of the Board are interested in attending.

(5) Report of the Chair

Mr. Bergheiser reported that the Association of Community College Trustees Leadership Congress took place in Seattle, Washington on October 2-5, 2013. Mr. Bergheiser stated that Mr. White and Representative Roebuck attended the Congress. Mr. Bergheiser stated that Mr. White was a presenter at the Congress.

On behalf of the Board of Trustees, Mr. Bergheiser congratulated Mr. White on his election to ACCT's Northeast Regional Nominating Committee.

(5a) Board Appointments

Mr. Bergheiser stated that in strengthening the connections between the Board of Trustees and the Foundation, three Board members serve on the Foundation Board. He asked if any members of the Board were interested in serving. Ms. Vieira and Mr. Lassiter agreed to serve. Mr. Bergheiser indicated that he would follow up with the Board to fill the remaining seat on the Foundation Board.

(5b) Celebration of the Stars

Mr. Bergheiser reported that the Celebration of the Stars is scheduled for Wednesday, December 18, 2013 at 12:00 noon in the Great Hall. He stated that the event recognizes years of

service of College employees, and it is also an opportunity to wish the College family happy holidays. Mr. Bergheiser stated that Board representation is needed at the event. Ms. Holland agreed to represent the Board at the event.

(5c) Board of Trustees Meetings

Mr. Bergheiser stated that there will be no Board meetings held in the months of December and January. The next meeting of the Board of Trustees is scheduled for February 6, 2014.

(6) Foundation Report

In the absence of Mr. Greg Murphy, interim vice president for Institutional Advancement, Dr. Gay reported that the Foundation's annual appeal is underway. She stated that solicitations are in the mail. Dr. Gay stated that the annual appeal supports a wide variety of projects and programs that are critical to the student learning experience at the College.

Dr. Gay reported that on November 22, 2013, the College will host a press event in the Gilroy and Lillian Roberts Gallery commemorating the 50th Anniversary of the assassination of President John F. Kennedy.

Dr. Gay announced a number of noteworthy gifts and grants received by the Foundation.

(7) Report of the President

(7a) Charts – Institutional Research Reports 238C and 238D

Due to the late hour, Dr. Gay stated that she would present the charts at a later date.

(7b) State Meetings

Dr. Gay reported that the Pennsylvania Commission for Community Colleges Student Success Forum was held on October 30, 2013 in Camp Hill, PA. The Department Head for Nursing, Dr. Barbara McLaughlin, participated on a panel on the flipped classroom. The Flipped Classroom is a model of teaching in which students learn new material at home using technology to view lectures, videos, demonstrations, and online forums. Students then come to class and experience student/teacher engagement in the form of personalized guidance and interactions.

The Pennsylvania Commission for Community Colleges Council of Presidents' meeting took place October 31-November 1, 2013 in Hershey, PA. Among other things, the presidents and two trustees interviewed finalists for the Commission's chief executive officer position. Dr. Gay reported that five of the 14 community colleges are searching for new presidents, a major turnover in leadership.

The Pennsylvania Commission for Community Colleges Northeast Regional Trustees and Presidents meeting is scheduled on November 12, 2013 at Delaware County Community College from 5:30 p.m. – 8:30 p.m. Dr. Gay stated that she will be attending. Ms. Hernández Velez is also scheduled to attend.

(7c) National Meetings

Dr. Gay reported that she had attended the RC-2020 Annual Meeting on October 23-27, 2013 in Milwaukee, Wisconsin. Highlights included the Milwaukee Area Technical College's ECAM (Energy Center and Advanced Manufacturing), graphic programs, and culinary program.

(7d) External Meetings/Events

Dr. Gay participated in the following external meetings and events:

- The Greater Philadelphia Chamber of Commerce Annual meeting on October 10, 2013;
- The 2013 Leadership Breakfast, Forum of Executive Women on October 15, 2013. The keynote speaker at the event was Ms. Anne Mulcahy, former chairperson and CEO of Xerox Corporation;
- The Goldman Sachs *10,000 Small Businesses* Partners reception and dinner on October 15, 2013;
- The Philadelphia Education Fund Thank You Reception for former Board members on October 16, 2013. Among the Board members honored were Ms. Patricia Coulter, Mr. Bill Marrazzo, Ms. Diane Malley, and Ms. Helen Cunningham (a former member of Community College of Philadelphia Board);
- The University Science Center 50th Anniversary Celebration on October 17, 2013. Dr. Gay stated that Mr. White and Mr. Bergheiser also attended.

Dr. Gay reported that she was invited to serve on a panel entitled “Knowledge Cities: How University Partnerships are Reshaping Urban America” for the City Age: New American City Conference scheduled for November 13-14, 2013.

(7e) On-Campus Events

Dr. Gay reported that she had attended a memorial service for student Mikal Smith on October 8, 2013. Mikal survived many adversities in his life. He was very involved in the life of the College, the Center for Male Engagement and was always ready to help students in any way that he could.

Dr. Gay reported that the opening reception for the 2013 Faculty Show took place on October 10, 2013. The exhibit featured paintings, pottery, and other works of art from the College's Architecture Design and Construction; Art and Design; Photographic Imaging; and Digital Video Production Departments. During the reception, Joo Won Park, from the Music Department played.

Dr. Gay reported that she had visited two faculty classes: Clark Loveridge's Math 017 class on October 15, 2013 and Tanya Brown's College Success Seminar, Counseling 101 class on October 16, 2013.

Dr. Gay reported that the 11th Leadership Institute class is underway. On October 18, a panel consisting of Dr. Stephanie Shanblatt, president, Bucks County Community College; Dr. Mark Erickson, president, Northampton County Community College; and Dr. Ray Yannuzzi, president of Camden County Community College, spoke to the group on issues affecting community colleges as well as shared their path to the presidency and the challenges they faced.

Dr. Gay reported that Dr. Judith S. Eaton, president of the Council for Higher Education Accreditation and the second president of the College, will speak on emerging issues in accreditation and quality assurance before the Leadership Institute class and alumni on November 22, 2013 at 1:15 p.m. in the Pavilion Cube.

Dr. Gay reported that the first CollegialTea of the semester was held on October 22, 2013. This event is one of the many ways that the College gives faculty and staff an opportunity for an informal get together.

Dr. Gay reported that the Single Stop Dinner was held on October 28, 2013 launching the Single Stop initiative. Dr. Gay thanked Mayor Nutter, Ms. Tsai, Ms. Biemiller, Representative Roebuck, Ms. Horstmann, and Ms. Hernández Vélez for attending the event. Mayor Nutter was a presenter at the event.

Dr. Gay reported that the Women's Outreach and Advocacy Center and the Veteran's Resource Center sponsored a Veteran's Day Luncheon on November 7, 2013. Mr. Jason Mays, president of the Student Government Association, spoke on promoting veteran awareness on campus. The keynote speaker for the event was Ms. Sara Manzano-Diaz, regional administrator, Mid-Atlantic Region, U.S. General Services Administration.

(7f) Announcements

Dr. Gay informed the Board that the 50th Anniversary of John F. Kennedy's assassination event is scheduled for Friday, November 22, 2013 in the Gilroy and Lillian Roberts Gallery in the Rotunda of the Mint Building. She stated that Gilroy Roberts designed the Kennedy half dollar which was first issued in 1964. The museum will open at 12:00 noon. There will be a short program at 12:20 p.m. and a moment of silence will be observed at 12:30 p.m. Invitations will be sent shortly to the College family, Board of Trustees, Foundation Board, donors, and the community-at-large.

Dr. Gay stated that she was pleased to report that the College received the following eight awards from the National Council for Marketing and Public Relations District 1 at the conference held on October 20-22, 2013:

Gold award in the category of “other electronic publication” for our video holiday card – www.ccp.edu/holiday - and the judges said it really showed off the diversity of our student body and our accomplishments for the year;

Gold award in the category of “Video PSA advertisement” for the College’s Corporate Solutions TV commercial;

Gold award in the category of “Nifty and Thrifty” for a bookmark for the new English Degree Program;

Silver award in the category of “Annual Report” for the College’s Foundation Annual Report;

Silver award in the category of “Booklet” for the College’s Campaign Report;

Silver award in the category of “College video program” for the Auto Tech CCPTV program (this is an award for Multimedia Services); and

Bronze award in the category of “Video PSA Advertisement” for the College’s brand TV commercial.

Dr. Gay congratulated Ms. Brown-Sow and her staff for their excellent work, and Mr. Kobernick and Multimedia Services for the excellent work on the video.

Dr. Gay reported that as part of the multi-year National Endowment of the Humanities and Asian Studies Development Program project, The College’s Center for International Understanding has organized a three-day workshop: *The Monkey Bridge: Cultural Transmission and Transformation in Southeast Asia and China.* The workshops are scheduled on the following dates:

NEH-ASDP Workshop, November 15 and 16, 2013

Featured Speakers:

Dr. Boreth Ly, assistant professor, Art History, University of California, Santa Cruz

Dr. Justin McDaniel, associate professor, Religious Studies, University of Pennsylvania

Dr. Paize Keulemans, assistant professor, East Asian Studies, Princeton University

Friday, November 15, 9:10 – 10:10 a.m. and 11:30 a.m. – 12:30 p.m.

Room C2-28, CBI Building

Dr. Boreth Ly, assistant professor, Art History, University of California, Santa Cruz, will focus on the Ramayana's religious and artistic legacy in Cambodia, including in Angkor Wat.

Friday, November 15, at 2:00 p.m.

Room C2-28, CBI Building

Dr. Justin McDaniel, associate professor, Religious Studies, University of Pennsylvania, introduces the religious meaning and historical contexts for the Ramayana as it spread in Southeast Asia.

Saturday, November 16, 9:00 a.m. – 4:00 p.m.

Room C3-19, CBI Building

Dr. Paize Keulemans, assistant professor, East Asian Studies, Princeton University, will introduce the Chinese Monkey King, Sun Wukong in religious and psychological terms, and in relation to the historical Chinese Monk's Tang Dynasty 6000-mile journey to India and return.

Dr. Gay informed the Board of the Reentry Support Project of Community College of Philadelphia's Fox Rothschild Center for Law and Society, and that the REACH College Program Completion Ceremony will be held on Friday, November 22, 2013 from 1:00 pm. – 3:00 p.m. at Cambria Community Center located at 2815 N. 17th Street.

Dr. Gay reported that Mr. Rel Dowdell, faculty (reading and writing specialist) in the College's Learning Lab, was celebrated last weekend at the Pocono Mountains Film Festival.

(8) New Business

There was no new business discussed at the meeting.

(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, February 6, 2014 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 5:10 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, November 7, 2013 – 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Bergheiser, presiding; Ms. Biemiller, Mr. Edwards, Ms. Hernández Vélez, Ms. Holland, Ms. Horstmann, Mr. Johnson, Mr. Lassiter, Dr. Rényi, Representative Roebuck, Ms. Tsai, Ms. Vieira, Mr. White, Dr. Gay, Ms. Bauer, Ms. Brown-Sow, Ms. DiGregorio, Ms. Garfinkle Weitz, Dr. Hirsch, and Dr. Thompson

(1) Executive Session

The Executive Session was devoted to a discussion of personnel matters.

(2) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
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- (b) Gifts and Grants

(3) CLARUS Presentation

The Board was provided with the results of the market research conducted by CLARUS.

(4) Presidential Search

The Board approved the Presidential Search Profile and Advertisement.

(5) Report of the Chair

The Association of Community College Trustees Leadership Congress took place in Seattle, Washington on October 2-5, 2013.

The Board congratulated Mr. White on his election to ACCT's Northeast Regional Nominating Committee.

(5a) Board Appointments

Ms. Vieira and Mr. Lassiter agreed to serve on the Foundation Board.

(5b) Celebration of the Stars

The Celebration of the Stars is scheduled for Wednesday, December 18, 2013, at 12:00 noon in the Great Hall. Ms. Holland will represent the Board at the event.

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The Board was informed that the Foundation's annual appeal is underway, and that solicitations are in the mail.

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The Single Stop Dinner was held on campus on October 28, 2013 launching the Single Stop initiative.

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The Board was informed that the College received eight awards from the National Council for Marketing and Public Relations District 1 at the conference held on October 20-22, 2013.

The Board was informed of the multi-year National Endowment of the Humanities and Asian Studies Development Program project.

The Board was informed that the Reentry Support Project of Community College of Philadelphia's Fox Rothschild Center for Law and Society, and that the REACH College Program Completion Ceremony will be held on Friday, November 22, 2013 from 1:00 pm. – 3:00 p.m. at Cambria Community Center located at 2815 N. 17th Street.

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(8) New Business

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(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, February 6, 2014 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 5:10 p.m.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts
for the February 2014 Meeting of the Board of Trustees**

Summary by Grant Type:

	Current Month	Fiscal
		Year-to-Date
Government/Public Grants		
Federal	\$14,694	\$1,050,584
State		\$1,841,006
Local		\$2,310,000
Private Grants		
Corporation	\$26,423	\$26,423
Foundation	\$75,500	\$244,550
Organization		\$5,000
Other Grants		
Grant Total	\$116,617	\$5,477,563

GIFTS

Summary by Gift Type:

Gifts to the Foundation (\$5,000+)

	Amount	Purpose
Robert W. Ciarrocchi	\$5,000	Scholarship
Paul V. Clark	\$5,000	Charitable Gift Annuity
Kal and Lucille Rudman Foundation	\$13,500	Scholarship
Marcellus Shale Coalition	\$15,000	Scholarship
Pincus Family Foundation	\$481,250	Scholarship and Project Support
United Concordia	\$5,000	Scholarship

Gifts In-Kind

	Amount	Purpose
Andrea G. Korff	\$800	Camera Equipment

COMMUNITY COLLEGE OF PHILADELPHIA
Office of Institutional Advancement
Monthly Summary of Grants and Gifts
for the February 2014
Meeting of the Board of Trustees

Federal Grant

The National Science Foundation (subcontracted through Drexel University) has funded year five of the Alliance for Minority Participation (AMP) for the Greater Philadelphia Region Phase IV grant in the amount of \$14,694. This AMP program is designed to increase the number of underrepresented minority students in the Greater Philadelphia Region receiving baccalaureate and graduate degrees in science, engineering and mathematics.

Foundation Grants

The Gap Foundation has funded the Skills for America's Future grant for \$1,500. This program is designed to help prepare students of partner community colleges for the workforce through on-campus and in-store learning, scholarship and employment opportunities, offered through the College's LEADS leadership development program. Selected students will receive a scholarship for \$750 each. Gap store leadership will provide in-store job shadowing and facilitated learning sessions for a select group of students twice annually and conduct on-campus interviewing for seasonal and full-time sales and supervisory positions at Gap stores.

The Independence Foundation has funded the 19130 Zip Code Project grant for \$70,000. This grant continues support for health promotion/disease prevention services to vulnerable populations in North Philadelphia and will evaluate the data collection tool for demographic and service data. Activities in support of this goal will build on the College's current and previous Independence Foundation grant-funded community based care projects in the 19130 zip code which surrounds the College. The needs of vulnerable populations in this area are considerable and the focus will be delivery of health promotion/disease prevention services.

The Christian R. and Mary F. Lindback Foundation has funded the Lindback Distinguished Teaching Award for \$4,000 for the 2013-2014 academic year. This award is presented to a faculty member who has exemplified excellence and outstanding service to the teaching profession. This award has been presented to more than 50 Community College of Philadelphia faculty members over the years.

Other Grant

Delta Dental has funded the Dental Clinic Refurbishment grant for \$26,423 to refurbish and update equipment in the Dental Hygiene Clinic.

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

MINUTES

Thursday, November 7, 2013

1:30 p.m. – M2-34

Presiding: Dr. Judith Rényi

Present: Dr. Judith Gay, Dr. Samuel Hirsch, Dr. Sharon Thompson, Ms. Mary Horstmann,
Rep. James Roebuck.

(1) Executive Session

No executive agenda.

(2) Public Session

(a) Approval of Minutes of October 3, 2013

The minutes were accepted.

(b) Student Success Metrics

The committee continued its discussion of Student Success Metrics. On behalf of Ms. Holland, Dr. Hirsch shared a draft dashboard. The document uses the College Board's Completion Arch framework and looks at outcomes from pre-college through enrollment, transfer and workforce preparation. The draft dashboard includes indicators from the previous dashboard and Academic Affairs performance indicators. The accuracy of the term dual enrollment was discussed in light of specific funding cuts. The committee carefully reviewed the suggested metrics and associated data. The need to further disaggregate data by race, gender and income was discussed in depth. Issues such as student preparedness for college, factors leading to success, barriers to success were examined. Drs. Gay and Hirsch described the kind of data we have through Achieving the Dream and our own institutional research efforts. There are twenty four ATD fact sheets. It was agreed that further consideration needs to be given to the amount of information that is useful on a dashboard versus the kind of in-depth data that warrants a specific larger report.

(c) Financial Aid update

This item was not discussed.

The meeting was adjourned at 3 p.m..

(3) Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for Thursday, February 6, at 1:30 p.m. in the conference room M2-34.

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

MINUTES

Thursday, October 3, 2013

1:30 p.m. – M2-34

Presiding: Ms. Stacy Holland

Present: Dr. Judith Gay, Dr. Samuel Hirsch, Dr. Sharon Thompson, Mr. Mark Edwards,
Ms. Mary Horstmann, Mr. Chad Lassiter, Dr. Judith Rényi

(1) Executive Session

The Committee discussed issues related to developmental mathematics.

(2) Public Session

(a) Approval of Minutes of September 12, 2013

The minutes were accepted.

**(b) Student Success Metrics : Balanced Score Card, Key Performance Indicators
2011-2012, 2013 Draft Strategic Plan Metrics**

(c) Student Success Agenda

The committee discussed the importance of focusing on a student success agenda. Dr. Gay explained that in the past, when there were two board committees, one focusing on Student Affairs and one on Academic Affairs, each committee decided which indicators they felt provided the best information on student success. The committee reviewed the differences between the Balanced Score Card and the Key Performance Indicators documents. Discussion ensued on the targets for ABE and GED and whether they were set too low. The committee indicated that it would be helpful to know how many students transition from these programs into credit courses and asked that this information be included in the future. Other areas of interest included the number of students that enter the College needing developmental coursework, the length of time students spend in Developmental Education, and their retention to graduation, information on persistence and retention by entering cohort. It was suggested that the data be disaggregated by age, race and gender. The committee discussed the targets set in the Strategic Plan. It was also agreed to continue the discussion of the Student Success agenda at the next meeting.

The meeting was adjourned.

(3) Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for Thursday, November 7, 2013 at 1:30 p.m. in the conference room M2-34.

Draft of Student Outcomes Data Dashboard

Objective: The purpose of this document is to design a report that will allow the members of the Student Outcomes Committee to track progress in critical areas that provide evidence of the success of our learners. The proposed framework below is a combination of the pre-existing enrollment management report, the academic performance indicators report. Please review this document to determine if these data points provide us with the necessary information required to assess or success as well as identify areas of improvement.

		<i>Target (Goal)</i>	<i>Above Target</i>	<i>At Target</i>	<i>Below Target</i>	<i>Score or Level</i>	<i>Data</i>	<i>Source of Data</i>	<i>Frequency of Measurement</i>	<i>COMMENTS</i>
Completion Arch Phases	Index									
Pre-College Experiences	# of high school students in dual enrollment courses									
	% of students passing dual enrollment courses									
<i>ABE (Adult Basic Ed)</i>	Retention									
	Pass Rate									
	Retest									
	Increase at least one grade level									
<i>GED</i>	Language Arts, Writing									
	Language Arts, Reading									
	Social Studies									
	Science									
	Mathematics									
Enrollment	Part-Time Headcount									
	Full-Time Headcount									
	<i># of Applied Degree Candidates</i>									
	<i># of Academic Degree Candidates</i>									

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Completion Arch Phases	Index									
Developmental Education	Pass Rates in AtD Gatekeeper Courses									
	<i>Math 017</i>									
	<i>Math 118</i>									
	<i>English 098</i>									
	<i>English 101</i>									
	<i>Biology 106</i>									
	<i>CIS 103</i>									
	Persistence in AtD Gatekeeper Courses									
	<i>Math 017</i>									
	<i>Math 118</i>									
	<i>English 098</i>									
	<i>English 101</i>									
	<i>Biology 106</i>									
	<i>CIS 103</i>									
Progress	Course Persistence									We need to add other indicators of progress
	<i>% of credit hrs earned to attempted</i>									
	<i>Fall to Fall Retention (First -Time)</i>									
	<i>Fall to Fall Retention (Returning)</i>									
	<i>Spring to Fall Retention</i>									
	<i>% of Departing Students in the Semester by Category</i>									
Transfer and Completion	# of High Quality Articulation Agreements									
	<i>% of transfers who graduate</i>									
	<i>% of transfers enrolled in 4 yr with 2.0 or higher</i>									
	<i>% of transfers enrolled in 4 yr with less than 2.0</i>									
	Five Year Full-Time Graduation Rate									
	<i>FTE Student Earning Degree/Certificate within 3 yrs</i>									
	<i>PTE Student Earning Degree / Certificate within 3 yrs</i>									
	<i>FTE Students who left college prior to earning degree and transferred</i>									
	<i>PTE Students who left college prior to earning degree and transferred</i>									
	Graduation Goals									

Draft of Student Outcomes Data Dashboard

Objective: The purpose of this document is to design a report that will allow the members of the Student Outcomes Committee to track progress in critical areas that provide evidence of the success of our learners. The proposed framework below is a combination of the pre-existing enrollment management report, the academic performance indicators report. Please review this document to determine if these data points provide us with the necessary information required to assess or success as well as identify areas of improvement.

Completion Arch Phases	Index	<i>Target (Goal)</i>	<i>Above Target</i>	<i>At Target</i>	<i>Below Target</i>	<i>Score or Level</i>	<i>Data</i>	<i>Source of Data</i>	<i>Frequency of Measurement</i>	<i>COMMENTS</i>
	<i># of Degrees</i>									It would be interesting to see another document that documents the degrees awarded by Department annually
	<i># of Certificates</i>									

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Workforce Preparation & Employment Outcomes	Measures need to be identified for this section.									

**PHONE MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, January 22, 2014– 9:00 A.M.**

Present: Mr. Jeremiah White, Jr., presiding, Mr. Matthew Bergheiser, Stella Tsai, Esq., Dr. Judith Gay, Mr. Gary Bixby, Mr. Harry Moore, Mr. James P. Spiewak and Jill Weitz, Esq.

AGENDA – PUBLIC SESSION

(1) 1500 Spring Garden Street Lease (Information Item):

Mr. Spiewak explained that the existing lease at 1500 Spring Garden Street expires on July 31, 2015. There is no guarantee that the existing 1500 Spring Garden Street lease can be renewed at the end of the current lease. The current lease agreement allows for termination on that date without notice by either party. Currently the College utilizes this space to house the following Departments: Human Resources (14 staff members), Institutional Advancement (14 staff members), and Communications (15 staff members). Until significant new space is created on the Main Campus, there is no feasible way to relocate all of the College's administrative and support staff back to one of the permanent buildings. The current 1500 Spring Garden Street space (10,932 square feet) is too small to accommodate existing staff well. Additionally, the pressure for additional office space to support grants is growing. Future growth in staffing either by unfreezing currently identified positions, or entire new positions (e.g., to support the new capital campaign) cannot be accommodated. Storage space, especially for HR personnel files, is inadequate and the current HR Testing area is less than desired. At the moment, the 1500 Spring Garden Street space is essential to maintain.

During the summer of 2013, the building owner's leasing agent approached the College with a proposal to move to the second floor of the building. This proposal is to lease 18,282 square feet and has many advantages:

- It is enough space to accommodate all current staff and additional staff in well-designed work areas.
- HR storage and file management issues, including a future document imaging room, can be fully addressed.
- New space provides an opportunity to correct any design layout mistakes made in the original office layout.
- The proposed lease terms are very favorable for the College. Even though we will occupy more space, in the first year we will only pay for our current amount of space (10,932 square feet). In the second year, the College will be paying for 14,607 square feet rental; and the third year, the College will be paying for the full 18,282 square feet rental.

Our current rate is \$19.50 per square feet and the contractual rate for fiscal year 2014-15 is \$20.00 per square feet or \$218,640. For fiscal year 2014-15, the College would not incur any additional rental costs. For fiscal year 2015-16, lease costs would increase by \$79,000 and for fiscal year 2016-17, lease costs would increase by another \$82,600.

The proposed lease will extend eight years beyond the current lease. This will provide adequate time to identify and implement the necessary campus development initiatives needed to relocate the three functions into permanent buildings.

The College will receive a build-out allowance of \$35 per square foot for renovation costs. Mr. Moore noted that this proposal provides for a five-year extension at the option of the College. Staff intend to bring the final lease proposal to the Business Affairs Committee in March, 2014 with an expected move-in date of August 1, 2014.

In response to an ownership question, Mr. Moore responded that the property was recently sold to 1500 Net-Works Associates, L.P. in Brooklyn, New York, and is currently being managed by Nightingale Realty, LLC. The leasing agent continues to be CBRE. In response to a question from Ms. Tsai concerning time-frames and build-out costs, Mr. Spiewak stated that over the next two months, the College will be working with the owner's architect to design floor plans as desired by the departments. The owner offered a build-out allowance of \$35 per square foot. An additional \$5 per square foot allowance would need to be amortized over the 10-year lease term. Any additional build-out costs would need to be borne by the College.

In response to Mr. White's question concerning the use of the 18,000 square foot space, Mr. Spiewak noted that preliminary plans for the three departments, along with the conference room space and corridor will account for approximately 14,000 to 15,000 square feet. The additional space can be utilized to house programs funded with short-term grants or by "back office" type operations. No decision has yet been made.

(2) Resolution of Support for 2014-15 PDE Capital Applications (Action Item):

Discussion: Mr. Spiewak explained that all capital applications annually submitted to the State require a Board Resolution of Support for the Project to be included with the application. Projects are considered either cash projects (\$1 million or less) or projects that will require debt service. For fiscal year 2013-14, the College submitted six projects as well as the extra costs associated with the Chemistry Lab loan, which was approved. The five other projects were debt service for the Biology lab renovations; debt service for the second and fourth floor West Building Projects [Architect, Design and Construction (ADC); Math, Science and Health Careers Divisional Office; Biochemistry Lab; and Engineering Tech Lab]; debt service for West Building escalators; cash projects for converting 10 classrooms to smart technology; and cash project for the Mint Step restoration.

Three new capital applications for cash projects are planned to be submitted for the 2014-15 fiscal year:

- Overhaul/Replacement of Mint Building freight elevator - \$300,000
- Overhaul/Replacement of Bonnell Building freight elevator - \$225,000
- Conversion of additional ten general-purpose classrooms to smart classrooms - \$450,000

The first two projects involve the overhaul of existing freight elevators in the Mint and Bonnell Buildings. The elevators are extremely important for moving deliveries from the 16th Street receiving dock to their destination. They are also heavily used by Facilities and IT staff in their daily operations. The Mint Building elevator has become increasingly unreliable and a safety concern. The Bonnell Building elevator is the only elevator from the original campus that has not been overhauled.

The last project is a continuation of the College's plan to convert ten general-purpose classrooms to smart classrooms per year. At the same time the basic technology is being introduced into the classroom, the overall classroom environment will be enhanced. This will include new flooring, new classroom furniture designed to support collaborative learning and new lighting configurations to ensure optimal visibility for digital images.

Action: Mr. Bergheiser moved and Ms. Tsai seconded the motion that the Committee recommend to the full Board that the 2014-15 State Capital Project Applications be submitted for the following projects:

- Overhaul/Replacement of Mint Building freight elevator - \$300,000
- Overhaul/Replacement of Bonnell Building freight elevator - \$225,000
- Conversion of additional ten general-purpose classrooms to smart classrooms - \$450,000

The motion passed unanimously.

(3) Renovations to Parking Garage (Action Item):

Discussion: Mr. Spiewak explained that the College's main six-story garage opened in March, 1986 and is in need of maintenance efforts to ensure its structural integrity. The College utilized the services of Carl Walker, Inc. to survey the facility and develop a plan of action for addressing deferred maintenance issues. A five-year plan was developed based upon the priority of issues to be addressed. This year's project involves the following efforts:

- Slab repairs throughout the garage
- Concrete repairs to beams, columns, spandrel panels throughout the garage
- Repair steel connections between precast elements
- Remove and replace construction and control joint sealants on top level
- Rout and seal slab cracks where required
- Apply concrete sealer/mitigating corrosion inhibitor to roof level and exposed portion of fourth level
- Replace stair tower doors and frames
- Repair damaged expansion joint gland on roof level

A construction bid process has been completed. A total of 9 bids were received. Bid results are summarized below.

Watts Restoration	\$311,287
Quinn Construction	335,503
Anthony Biddle Construction	392,544
Joseph Dugan Inc.	448,760
Milestone Construction	497,629
Maarv Waterproofing	499,295
Structural Maintenance	514,910
A.P. Construction	615,644
Mara Restoration	671,875

This project is primarily a labor project with the contractor drawing workers from labor unions (Bricklayer and Allied Craftworkers Local 1-PA; Cement Masons #592; and the Philadelphia Laborers Local #332). Watts Restoration has identified an MBE and WBE from which a small amount of materials, approximately \$13,000, will be purchased. Work will commence once weather permits.

Action: Ms. Tsai moved and Mr. Bergheiser seconded the motion that the Committee recommend to the full Board that the contract be awarded to Watts Restoration at a cost of \$311,287. The motion passed unanimously.

(4) Construction Project Update (Information Item):

Mr. Bixby provided an update on construction projects currently underway in the West Building. These projects included the comprehensive renewal of all chemistry labs, creation of a research lab, and conversion of the recently-vacated architecture programs' spaces to new bio-chemistry and engineering technology program labs.

All work is currently on schedule with rooms to be turned over for use in phases with all construction activity on the fourth floor of the West Building completed by August 31, 2014.

(5) Additional Discussion

Mr. Spiewak responded to Mr. White's question on the fiscal year 2015 budget by stating that the budget process is underway. As a part of this process, areas are developing divisional objectives tied to the 2013-17 Strategic Plan, some of which may require additional resources beyond a steady-state budget. College staff will present priorities to the Executive Level of the Board or the Business Affairs Committee in March.

The RFP for external auditing services is being issued this week. A five-year time period is planned. Mr. White will participate in initial interviews, as his schedule permits. The finalists will be presented to the Business Affairs Committee at the March 19, 2014 meeting, or at the April 23, 2014 meeting if additional time to review proposals is needed. Fiscal year 2013-14 field audit work will not begin until after the March 1, 2014 Board meeting. Mr. White noted that an additional member is needed to replace Mr. Downs on the Audit Committee.

Staff will present an update on the Facilities Master Plan at the next meeting.

(6) Next Meeting Date

The next meeting of the Committee is scheduled for Wednesday, March 19, 2014 at 9:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

JPS/lm
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