

# Meeting of the Board of Trustees, Thursday, September 2, 2021, 3:00 p.m.

## AGENDA

The Goals for the September meeting in addition to routine matters are:

- Ensure Board members are informed about the impact of COVID-19 on the College (e.g. enrollment)
- Ensure Board members are aware of College Reopening Plans
- Ensure Board members are aware of the College's reorganization, including hiring

### (1) Meeting Called to Order

### (2) Public Comment

### (3) Report of the President

- (a) Impact of COVID-19
- (b) Reopening Plans
- (c) College Reorganization
- (d) ACCT Conference - Panel on City-College Partnership
- (e) Recognition: ACCT Faculty Award, Northeast Region (Dr. Debonair Oates-Primus)
- (f) Foundation Report

### (4) Board Elections

- (a) Nominating Committee Recommendations for Board Officers (Action)

### (5) Committee Chair Appointments

### (6) Student Outcomes Committee, June 3, 2021

June 3, 2021 Student Outcomes Committee.pdf 4

### (7) Business Affairs Committee, June 3, 2021

Business Affairs Committee Meeting Minutes June 3, 2021[73127].pdf 55

### (8) Executive Committee July 1, 2021

Executive Committee, July 1, 2021.pdf 73

### (9) Combined Meetings of the Business Affairs & Executive Committees, July 7 and August 18, 2021

- (a) Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel, and Government Relations Officer (Action)

July 7, 2021 Business Affairs & Executive Committee.pdf 76

August 18, 2021 Combined Meetings of the Business Affairs & Executive Committees.pdf 93

## **(10) Consent Agenda**

### **(a) Proceedings & Minutes of Decisions & Resolutions, Meeting of June 3, 2021**

6.3.21BoardProceedings.pdf 110

6.3.21MinutesofDecisions&resolutions.pdf 118

Attachment A.pptx 122

### **(b) Gifts and Grants**

Record of Grants & Gifts SEP'21[75234].pdf 132

### **(c) Liberal Arts-Social/Behavioral Science, A.A., the Music Performance A.A., and the Sound Recording and Music Technology A.A.S. Programs**

### **(d) Resolution on the Relief of Student Debt owed to the College, incurred between Spring 2020 and Spring 2021 for credit students who were enrolled between March 13, 2020 and Spring 2021**

### **(e) Contract with Pennoni Associates, Inc.**

### **(f) Amendment to the Contract with Pennoni Associates, Inc. to Include the College's Regional Centers**

### **(g) Contract with DeWitt Mechanical**

### **(h) Contract with Paradigm Mechanical**

### **(i) Stop Loss**

### **(j) Stormwater Management for NERC Project**

### **(k) Contract with Dentrust, P.C. (DOCS Health)**

## **(11) Report of the Chair**

### **(a) Report of the Executive Committee**

### **(b) Trustee Emerita/Emeritus Policy (Action)**

CCP Trustee Emerita/Emeritus Policy Statement.pdf 134

### **(c) Investment Policy**

### **(d) Change in Board appointment to the College's Middle States Steering Committee**

### **(e) Acknowledgements of Board Member Service**

## **(12) New Business**

## **(13) Next Meeting: Committee of the Whole, Oct 6-7, 2021**

The "Committee of the Whole" at Community College of Philadelphia refers to the scheduling of the Board of Trustees' standing committee meetings on one or two days to make it possible for any trustee to participate in the standing committee discussions. The Committee of the Whole is not a separate committee; rather, it is a structure that provides a means for promoting board member engagement and awareness of standing committee discussions on a frequent basis.

Wednesday, October 6, 2021

4:00 p.m. – 5:15 p.m. Executive Committee of the Board (if needed)

5:30 p.m. – 7:00 p.m. Dinner on your own and Presentation

**Thursday, October 7, 2021**

9:00 a.m. – 10:30 a.m. Business Affairs Committee

11:00 a.m. – 12:30 p.m. Workforce Subcommittee

12:30 p.m. – 1:00 p.m. Lunch Break

1:00 p.m. – 2:30 p.m. Student Outcomes Committee

3:00 p.m. – 5:00 p.m. Board of Trustees Meeting

**(14) Executive Session**

**Future Committee Meetings**

Business Affairs Committee - Wednesday, September 22, 2021, 9:00 a.m.

Audit Committee - Monday, September 27, 2021, 10:00 a.m.  
Isadore A. Shrager Boardroom - M2-1 and via Zoom

Workforce Subcommittee - Thursday, October 7, 2021, 11:00 a.m.

Student Outcomes Committee - Thursday, October 7, 2021, 1:00 p.m.

**Upcoming Events**

Virtual Professional Development Week - August 30-September 3, 2021

Association of Community College Trustees Leadership Congress  
Manchester Grand Hyatt, San Diego, CA, October 13-16, 2021

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

**MINUTES**

**Thursday, June 3, 2021**

**1:00 p.m.**

**Zoom**

**Presiding:** Ms. Posoff

**Committee**

**Members:** Mr. Clancy, Ms. Ireland, Ms. McPherson

**College**

**Members:** Dr. Generals, Dr. Hirsch, Dr. Roberts, Dr. Thomas

**Cabinet**

**Members:** Ms. Witherspoon, Dr. Zanjani, Ms. Zellers

**Guests:** Mr. Acosta-Morales, Mr. Geissingering, Ms. Gordon, Mr. Joyce, Dr. Sanders, Dr. Sinnott, Dr. Voltz

**(1) Executive Session**

There were no agenda items for the Executive Session.

**(2) Public Session**

**(a) Approval of the Minutes of May 6, 2021**

The minutes were approved unanimously.

**(b) Academic Program Reviews**

**Liberal Arts – Social/Behavioral Science (A.A. Degree)**

Dr. Sinnott, from the Office of Assessment and Evaluation, highlighted the program's retention rate and growing number of graduates. In part due to Mr. Joyce's efforts to ensure a smooth path and that credits will transfer, students are transferring to four-year institutions. FYE 101, the first-year experience course required by the program, was implemented in Fall 2016; assessment of student learning is an integral part of continuous improvements for this course and the program in general. It is recommended that the program explore opportunities to partner with colleges and local Philadelphia organizations to raise awareness in the community about career opportunities and professions. Mr. Joyce, the program coordinator and Associate Professor of English, noted that increases coincided with the College's Guided

Pathways efforts, including wrap-around services and curriculum redesign. There are five advisors assigned to the program's students who are aware of the differences in related programs and transfer institutions and guide students appropriately. Primarily, students want to work in social work and in the city. Enrollments have been steady and students are career-aged (23-29). The College should provide messaging to the city that there are students who can fulfill the needs of the city in line with Mayor Kenney's budget. Moreover, the College could show young men in the city who are de facto social workers in their communities that this program is an option.

Mr. Joyce has met with the Director of Student Transition Success Programs who oversees the Center for Male Engagement to discuss programming for the next year, including a panel of alumni who continued their studies and now work in the field. He will also meet with the Associate Director of the Catto Scholarship to alert Catto scholars to the program and being a social worker in the city. Ms. McPherson said she would be willing to facilitate introductions between the program and Black social work organizations in the city.

### **Music Performance (A.A. Degree); Sound Recording and Music Technology (A.A.S. Degree)**

Dr. Sinnott explained that the Music Performance program evolved from the closure of another program, which was a recommendation from the prior audit. The department developed an enhanced music performance program and transitioned students seamlessly to the new program. It is an expensive program, but its contributions are significant. Highly qualified faculty meet with students individually; it is the only program at the College that offers this kind of instruction. Students often go into music therapy and education fields, as well as performance. The program prepares students to audition for baccalaureate programs. Transfer opportunities have expanded, including with Kutztown University, Rowan University, and Berklee College of Music Online, with expected agreements with Temple University and University of the Arts.

Regarding assessment of student learning, the department has been a leader in moving to digital assessment (in Canvas) and analysis (using AEFIS for all assessment reporting) and is on track to assess each program learning outcome each semester. Mr. Geissinger, the department head, noted that Music Performance is a select program. These students know they want to pursue music, but many do not have the skill set coming into the College. The program made curriculum changes to keep students on their path, to move them through the course sequence, and encourage them to complete their degree before transferring. The department examines various ways to get students into the program, including offering options that are not offered elsewhere, such as the Piano Technician Proficiency Certificate (which is akin to a workforce development program within the degree).

With the Sound Recording and Music Technology A.A.S degree, the department reaches out to area high schools with similar programs to show how the program is a pipeline for their students and can help them save money. The program developed

two new business music courses to contribute to career planning. The College has almost completed developing a world-class recording studio on campus, which can be used to host events and invite industry representatives to campus. Dr. Sinnott added that students have completed internships at local recording studios, post-productions facilities, etc.

Assessment for the Sound Recording and Music Technology program is similar to that of Music Performance; both have raised their benchmarks for their assessments. A recommendation from the review is for the program to address the low persistence rate and student academic standing; factors impeding student progress and barriers to student success need to be identified and understood. Mr. Geissinger plans to leverage extra-curricular activities associated with Spring Garden Records to increase retention. He is also considering programs for DJ studies and music for video games. Mr. Geissinger wants the College to be on the cutting edge and have students come out with the skills for expanding fields.

While the program has high costs, it has access to the Perkins Local Plan grant for career-technical education programs. The program is strategic with purchases to bring in boutique items they will use in the studio to supply students with the smartest tools in the classroom that are essential to preparing students for employment.

**Action: The Student Outcomes Committee unanimously recommended that the Board of Trustees accept the program reviews for the Liberal Arts – Social/Behavioral Science A.A., the Music Performance A.A., and the Sound Recording and Music Technology A.A.S. programs with approval for five years.**

### **(c) Catto Scholarship Update**

Dr. Thomas presented end-of-semester data for the inaugural semester of the Catto Scholarship, lessons learned, and plans for moving forward. The program has developed a robust dashboard which includes information on the 132 scholars related to area zip codes, average expected family contribution, age, and race. The racial breakdown of the scholars mirrors that of the city and the high school district. Dr. Thomas also provided data on placement in English (most students placed at college-level with a linked developmental course) and math (those who placed too low were able to take an accelerated course).

Regarding academic progress, 16 students earned a 4.0 GPA, 32 earned honors, and the “rising stars” group was comprised of 92 students with an average GPA of 2.5. For course pass rates, Catto students had an average course pass rate of 63%, compared to non-Catto students at 70%. It is expected that Catto students should over time be able to perform at or outperform non-Catto students. While students were still registering for the next semester, Catto students had a higher point-in-time retention rate than non-Catto students and the program expects a higher retention rate as registration goes on.

For developmental English courses, Catto students outperformed the baseline; for highest level of developmental English, they were on par with non-Catto students but below non-Catto students for the lower level. With developmental math, Catto students performed below both the baseline and non-Catto students. The program is working on support options for these students. Success coaches met with all Catto students in the spring semester, for a total of 490 meetings. To address basic needs, 111 Catto scholars completed Single Stop profiles and were directed to appropriate benefits. The program did survey students regarding the stipends provided by the city. Because of COVID, stipends were distributed in cash and the majority of students used the funds for food for themselves or their families and utilities/internet/cell service. In the future with in-person learning, funds will be distributed differently, such as with Lion cards.

Based on a review of data, the program will implement a first-semester foundational course sequence to include math, English, and a first-year experience course. This will provide students with an effective foundation for their studies. Dr. Thomas noted the importance of academic advising and of data collection and analysis. The program will also build on best practices the College already has implemented based on data. Ongoing updates are provided to the city and the Mayor's office, which in turn provides information to the city council. Dr. Voltz, the Executive Director of the Catto Scholarship, explained that they have bridge programs for upcoming cohorts to engage those scholars early and retention efforts planned for current scholars.

**(d) Update on Academic Program Review Recommendations: Liberal Arts: Honors and Behavioral Health/ Human Services**

Dr. Hirsch explained that the Liberal Art: Honors program has made progress in their redesign. With the Behavioral Health/ Human Services program, the faculty have been resistant to making changes. Future status of the programs will be addressed at the October Committee meeting.

**(e) New Business**

There was no new business.

**Next Meeting**

The next meeting of the Student Outcomes Committee of the Board is scheduled for September 2 at 1:00 p.m.

**Attachments:**

Minutes of May 6, 2021 meeting

Academic Program Review: Liberal Arts: Social-Behavioral Science

Academic Program Review: Music Performance

Academic Program Review: Sound Recording and Music Technology

Catto Presentation

Update on Academic Program Review Recommendations: Liberal Arts: Honors

Update on Academic Program Review Recommendations: Behavioral Health/ Human Services

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

**MINUTES**

**Thursday, May 6, 2021**

**1:00 p.m.**

**Zoom**

**Presiding:** Ms. Fulmore-Townsend

**Committee**

**Members:** Mr. Clancy, Ms. Ireland, Ms. McPherson, Ms. Posoff

**Board**

**Participants:** Mr. Dubow, Mr. Epps, Ms. Gamble, Ms. Hernández Vélez, Mr. Herzog

**College**

**Members:** Ms. de Fries, Ms. Di Gregorio, Dr. General, Dr. Hirsch, Dr. Roberts, Dr. Rooney, Dr. Thomas

**Cabinet**

**Members:** Ms. Witherspoon, Dr. Zanjani, Ms. Zellers

**(1) Executive Session**

There were no agenda items for the Executive Session.

**(2) Public Session**

**(a) Approval of the Minutes of April 1, 2021**

The minutes were approved unanimously.

**(b) Impact of CARES Act funds on Student Success**

Dr. Hirsch provided an overview of the disbursement and impact of the CARES Act funds for students enrolled in Spring 2020, Summer 2020, and/or Fall 2020. Of the 14,690 students enrolled in Spring/Summer 2020, 7,500 received CARES Act funds. For the 12,184 students enrolled in Fall 2020, 1,853 received funds. The minimum amount was \$500; students had to request funds beyond that amount. Analysis of demographics was done. Regarding race/ethnicity, for students who received funds for the Spring 2020 semester, the proportion of Asian students was slightly higher than that of the College population. Black students were 49% of the recipient population, 5 percentage points higher than their proportion of the College

population. Hispanic and White students were slightly underrepresented among recipients. This breakdown was similar for Summer 2020 and Fall 2020. In relation to gender, more female students took advantage of the funds than males.

Persistence rates for recipients and non-recipients were compared. Students who received CARES Act funds had higher persistence rates than those who did not, which was the goal of disbursing the funds. Spring 2019 was used as a baseline. Persistence increased for all racial/ethnic groups for those who received funds; students who did not receive funds had slower rates of persistence compared to the baseline. Differences from the baseline were smaller for Summer 2020 and Fall 2020.

### **(c) Faculty Promotions**

Dr. Hirsch described the faculty promotion process. Faculty apply for promotion from Assistant Professor to Associate Professor, or from Associate Professor to Full Professor. To encourage faculty to apply for promotion and showcase their work, Dr. Hirsch provides workshops about building a portfolio and the topic is part of the year-long new faculty orientation. After the faculty member compiles their portfolio, the department head reviews it and decides if promotion should be recommended. The next step is for the dean to review the portfolio and to determine if they should recommend promotion. If a dean recommends a faculty member for promotion, then Dr. Hirsch, all the deans, and the Associate Vice President review and discuss together who should be recommended for promotion. The list of faculty is then sent to Dr. Generals, and the list of those he recommends for promotion is then sent to the Student Outcomes Committee and then the full Board of Trustees. Faculty have to be full-time faculty for at least four years, provide a current curriculum vitae, have their teaching observed, and provide a description of their cumulative body of work, showing progression and engagement. Areas to be addressed in the portfolio include: meeting routine responsibilities; leadership, teaching effectiveness, and support for learning; service to students; contributions to the life of the College; and service to the profession (which is required only for promotion to Full Professor and is otherwise optional).

This year, ten faculty are being suggested for promotion: nine to Associate Professor and one to Full Professor. They are exemplary faculty who have met and exceeded expectations for promotion. They are committed to their work and supporting students and their work is at a high level of quality. Dr. Hirsch is confident that they will continue to contribute to the College and be leaders in their work. Dr. Generals concurred that these ten faculty are go-to faculty at the College who are involved in

curriculum development and assessment development, are independent thinkers, and some are well known across the Commonwealth and some nationwide.

**Action: The Student Outcomes Committee unanimously recommended that the Board of Trustees approve the promotions for the ten faculty.**

**(d) Title III Strengthening Institutions Program Grant**

Dr. Hirsch provided information about the Title III Strengthening Institutional Program grant the College was awarded last fall. The College originally applied for the grant in 2019 and therefore had to make some changes once the grant was awarded a year later. The grant is built around the College's Guided Pathways efforts. It allows the College to more fully address certain components of Guided Pathways with additional resources, especially ensuring that students are learning by providing sustained professional development for faculty. While one major concentration of the grant is faculty professional development, the other is integrating student supports into academics. The grant is for five years and totals approximately \$2.2 million. Outcomes address areas such as enrollment, retention, and graduation, with a goal of 25% graduation rate by 2025 per the Strategic Plan. An additional student support outcome is for more students to use financial education resources. Outcomes related to teaching and learning include faculty taking part in sustained professional development; increasing the use of effective teaching practices (including high-impact practices and trauma-informed teaching); and increasing the use by faculty of Starfish and Canvas.

To support the attainment of these outcomes, the College has developed several new positions. During the first year of the grant, the College has hired an Associate Director, a Coordinator for Faculty Professional Development, a Coordinator for the First-Year Experience Courses, an external evaluator, and will soon hire a Coordinator for Pathways Student Success. In the remaining years, the College will hire a Financial Literacy Coach, a Coordinator for Work-based Learning Experience, and Enrollment Success Navigators. The College is undertaking other initiatives related to the grant, including Academic Program Equity Coaches and the expansion of the Center for Male Engagement. The last slide of the presentation demonstrates how the various elements of the grant are connected to each other and these additional related initiatives, all within the context of Guided Pathways.

**(e) End of Year Student Celebration Events**

The College has developed a calendar of student engagement events to recognize student achievements. Dr. Hirsch described the upcoming commencement, which is for the Classes of 2020 and 2021 and will be virtual. All 3,748 participants are highlighted: each student has a page with their name, degree, and any honors. They were invited to submit photos and brief videos, which 427 students did. The first 20 minutes will be music, followed by the speakers, and then the searchable student pages. The College sent regalia to over 1,000 graduating students. There will also be an in-person graduation walk with over 500 graduates taking part.

Other events include the Student Leadership Awards (the “Roaries”) and the Nursing pinning ceremony. The Academic Award Ceremony has been scheduled for the following week. The Class of 2020 has 1,961 graduates; for the Class of 2021 there are tentatively 1,787 graduates. Dr. Thomas noted that the Middle College graduation will take place June 9 for the first 90 students completing the program, with local and state officials speaking.

**(d) New Business**

There was no new business.

**Next Meeting**

The next meeting of the Student Outcomes Committee of the Board is scheduled for June 3, 2021 at 1:00 p.m. via Zoom.

**Attachments:**

Minutes of April 1, 2021 meeting  
CARES Act Funds  
Title III Presentation  
Spring 2021 Student Engagement Events

# Community College *of* Philadelphia

## Academic Program Review: Liberal Arts - Social/Behavioral Science A.A.

Authors: John Joyce and Dawn Sinnott

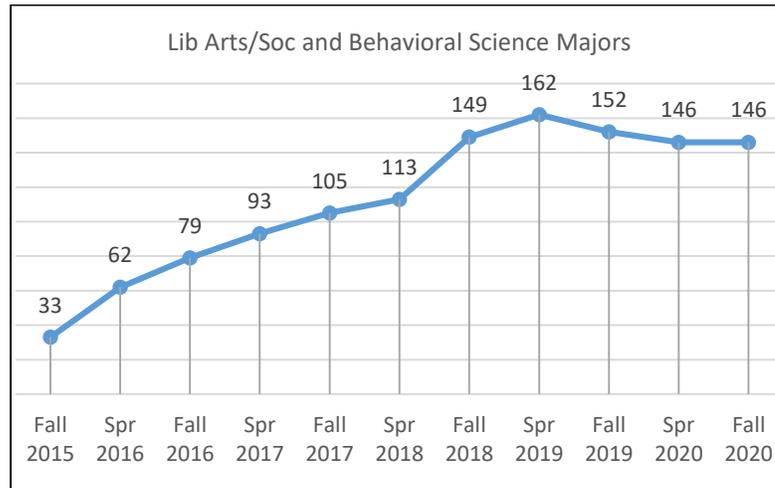
Spring 2021

# 1. Executive Summary

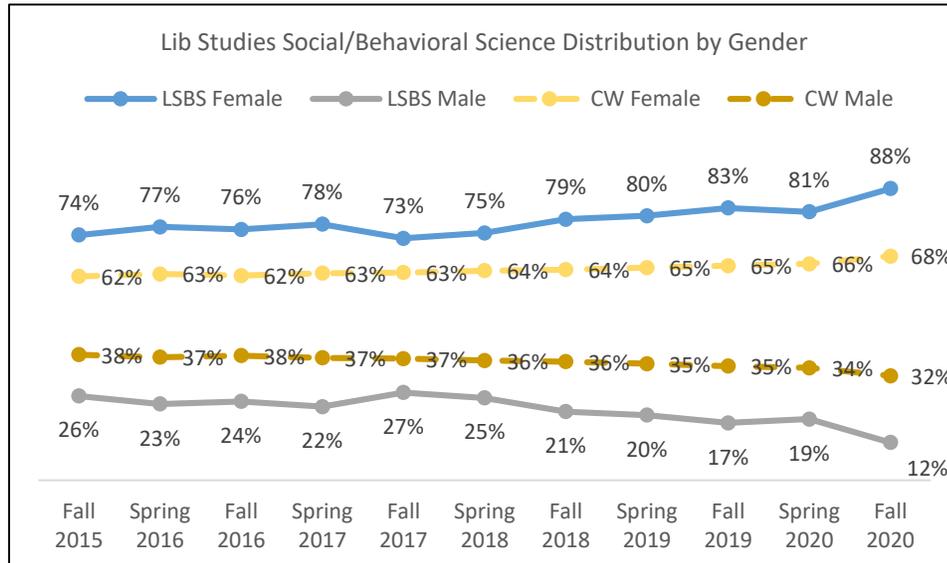
## A. Key Findings

### Enrollment and Demographics

1. LSBS enrollment increase was steady between fall 2015 and spring 2019; leveled off and was stable during the spring 2020 and fall 2020 at 146 students.



2. Over the period studied, LSBS students were more likely to identify as female. In fall 2020, students who identified as female represented 88% of the LSBS program. This was 20 percentage points higher than the college (68%).

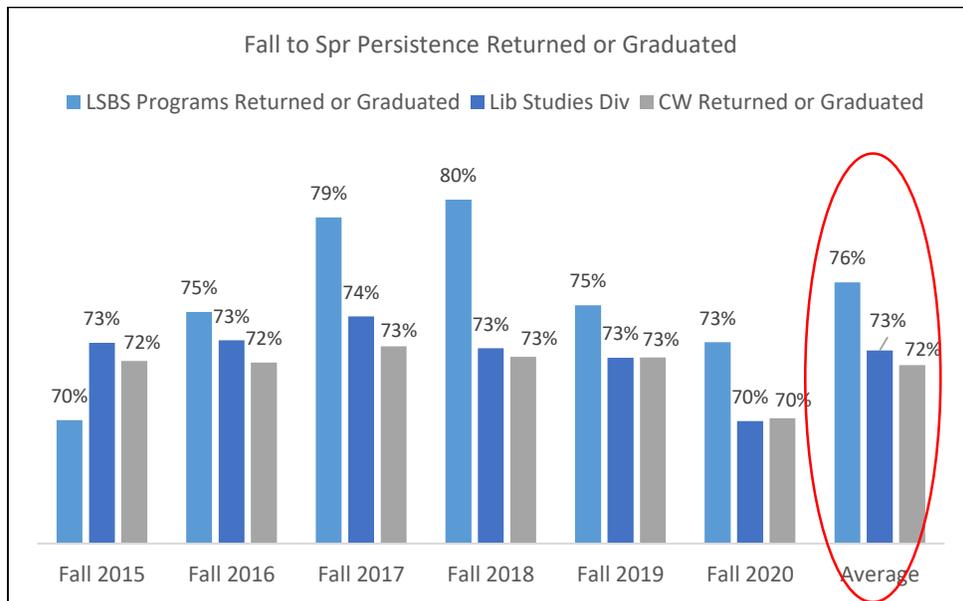


3. The LSBS Program averaged 16.8 percentage points more students who identified as Black females, 1.3 percentage points more students who identified as Hispanic females, and 4.9 percentage points fewer students who identified as White males than the College.
4. On average, LSBS students enrolled a high proportion of career-age students between 22 and 39 years of age (54%) than college-wide overall (50%).
5. LSBS students are more likely to attend full-time than Liberal Arts students and the college-wide average

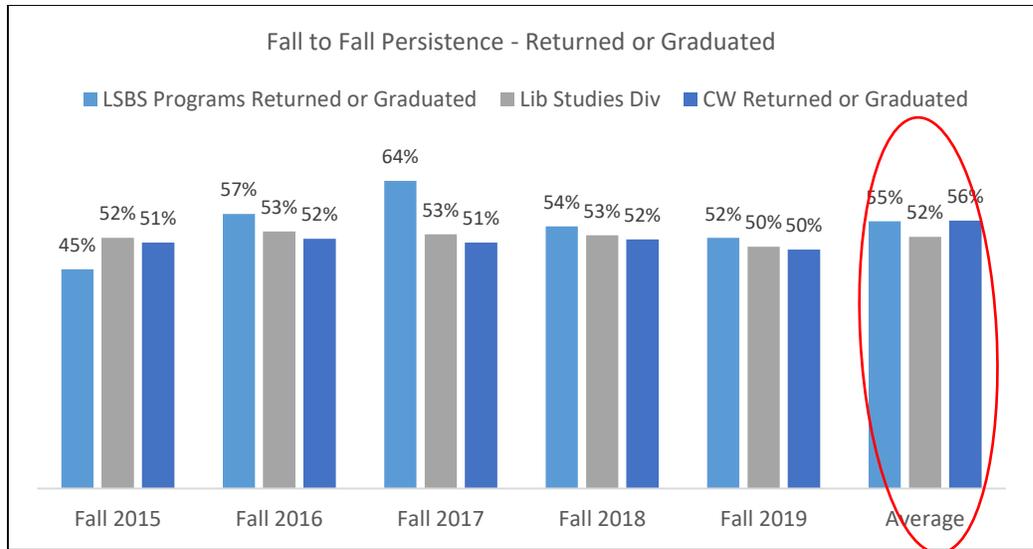
	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Avg.
LSBS Full-time	48.5%	43.5%	46.8%	44.1%	40.0%	38.1%	46.3%	43.2%	39.5%	36.3%	28.8%	40.1%
LART Full-time	34.0%	27.9%	38.5%	35.8%	41.3%	34.2%	34.4%	30.1%	34.8%	34.0%	46.4%	35.9%
CW Full-time	27.2%	24.9%	26.9%	26.0%	29.4%	26.6%	29.5%	26.9%	29.8%	27.8%	31.3%	27.2%

### Retention

6. Fall to Spring Retention between fall 2015 and fall 2020 - At 76%, the average proportion of LSBS program students who returned or graduated from fall to spring averaged 4 points high than the College's average (72%).

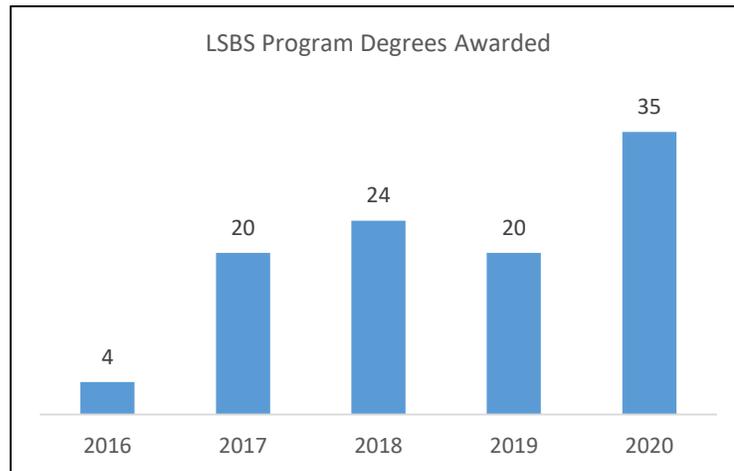


7. Fall to Fall Retention between fall 2015 and fall 2019 - At 55%, the average proportion of LSBS program students who returned or graduated from fall to fall was lower than the College average of 56%.



### Success and Graduation

- Over the last five years, the number of LSBS graduates has grown from four graduates in 2016 to 35 in 2020.



### Transfer

- LSBS Program Graduates: 80% (8 of 10) of LSBS graduates whose first semester at CCP was between 2015-2019 and who graduated between 2015-2019 continued their education at a transfer institution.

	Number of Graduates in study period 2015-2019	Did not Transfer	Transferred
LSBS Graduates	10	20.0%	80.0%
LART Graduates	80	30.0%	70.0%
AA Graduates	318	28.62	71.4%

10. LSBS Program Graduate Outcomes: 60% of the LSBS graduates who transferred between 2015-2019 also graduated from their transfer institution.
11. Frequent transfer school for LSBS students (this list is not exhaustive and specific counts are not available at this time):
  - TEMPLE
  - WEST CHESTER UNIVERSITY
  - KUTZTOWN UNIVERSITY
  - CHESTNUT HILL COLLEGE
  - IMMACULATA COLLEGE
  - EASTERN UNIVERSITY
  - SHIPPENSBURG UNIVERSITY
  - LASALLE UNIVERSITY
  - WIDENER UNIVERSITY
  - CABRINI COLLEGE
  - LINCOLN UNIVERSITY

### Assessment

12. From 2012-2016, multiple ad hoc assessments were conducted. The Program Coordinator worked with the Director Assessment and Evaluation to track LSBS students as part of the college's General Education assessment in courses such as ENGL 115 Public Speaking and PSYC 101.
13. The Program Coordinator and the Director of Institutional Research developed an assessment plan for FYE 101 to gauge retention and progression through developmental courses. The FYE assessment found stronger semester-to-semester retention and success in ENGL 101 and FNMT 118 Intermediate Algebra for new students enrolled in FYE 101 than new students not enrolled in FYE 101.
14. In Fall 2019, the Program Coordinator implemented PLO assessment in AEFIS, the college's assessment platform, for LSBS student outcomes in the foundational FYE 101 course. Through AEFIS, assessment can now be disaggregated by program. The first PLO to be assessed using this new system was Communication: "Demonstrate competence in both oral and written communication through a variety of means such as essays, research papers, presentations and class discussions." The outcome represented 87% mastery.

## Cost

### 17. Cost Per FTE

	2016-2017	2017-2018	2018-2019
LSBS	\$3,965	\$4,113	\$3,812
Lib Arts Div	\$4,258	\$4,362	\$3,972
College	\$4,471	\$4,252	\$4,108

## B. Prior Audit

### Recommendations from Prior Audit and Program Response:

1. Utilize the materials developed by the Psychology program for the PSYC 101 class as a model for assessing the students in the Liberal Arts – Social/Behavioral Sciences program as it is a required course for all students. This process should be carried out within the 2012-2013 academic year.

#### Program Response

With the College's adoption of AEFIS, PSYC 101 will be used to assess three of the four program learning outcomes in the 2021-2022 academic year.

2. In the next year, the Dean of Liberal Studies or an assigned proxy should convene a group of relevant faculty and staff including:

- Faculty who teach courses within the Liberal Arts - Social/Behavioral Science,
- The Department Heads for Psychology, Education, and Human Services and Social Services
- Representative(s) from Academic Advising and/or Counseling.

This group needs to discuss the long term viability of this program, including such issues as the impact of the psychology major, and the unique contributions that this program could and does make to the College. The status of transfer agreements also need to be determined. Given the current trend toward more specific programs focused on transfer, is there still a place for the Liberal Arts, generally, and the Social Behavioral Science, specifically?

#### Program Response

The program provides a clear and cohesive identity, distinct from Liberal Arts, for students interested in majoring in social sciences other than psychology (although students can transfer to a psychology program with the degree) and social work upon transfer.

3. If it is decided that there is a long-term place for this program, there needs to be more clear leadership in the program. The Division should seek out an individual who will take responsibility

for the administration of the Program. Responsibilities might include such things as maintaining curricular coherence, marketing of the program (such as designing ways to let students know their options in terms of career paths and transfer opportunities), assisting with transfer and articulation requirements specific to this program, and creating an identity for the program so that students in it are more aware of and engaged with the Program. This leadership will also need to monitor the ongoing impact of the Psychology program on enrollments through tools such as the QVI. Without this leadership, it may not be possible for the Program to maintain a place at the table as CCP evolves.

### Program Response

Since the last audit, the co-coordinator of the program, Alison Tasch, has retired. The current coordinator has since been responsible for leadership and the direction of the program. From 2012 – 2016, the coordinator trained faculty from the Division of Liberal Studies in advising LSBS students and participated in transfer agreements, especially to area social work and human services programs. This transfer and career path differ from the goals of psychology students.

Subsequent revisions to the program were in response to best practices related to recent trends in increasing retention: coherent curricula, purposeful pathways, and guided pathways. The coordinator attended conferences hosted by Complete College America (2014) and Guided Pathways (2016) and was a participant in the Teagle Purposeful Pathways Grant (2017 – 2019). In 2015- 2016, the coordinator led the Liberal Arts Committee comprising representatives from Counseling, Academic Advising, Counseling, Records and Registrations - to provide outreach and support to students. Along with Healthcare Studies, Liberal Arts – Social Behavioral Science was one of the first college programs to create a coherent pathway by prescribing the first twenty-four credits. This pathway was a talking point in an interview with the Gates Foundation in 2016. Moreover, the coordinator developed a first-year course in 2015 – 2016 that culminated in an FYE 101 Summit in July 2016 during which 35 faculty members from various divisions and support services in the College created materials for the course. FYE 101 was offered in Fall 2016 and restricted to students in Liberal Arts and Liberal Arts – Social and Behavioral Sciences. As the College moved to Guided Pathways in 2017, the program's course sequence, created by the Dean and the coordinator, was shared with department chairs in the Division of Liberal Studies as an exemplar.

### C. Action Items

The Office of Assessment and Evaluation makes the following recommendations for the Program.

#### **Enrollment and Demographics**

1. Increase Enrollment as follows:

	Fall 2018 (Benchmark)	Fall 2021 Increase in Headcount*		Fall 2023 Increase in Headcount		Fall 2025 Increase in Headcount	
Headcount	149	161	8%	177	10%	195	10%
Returned to Same Program	54	61	38%	71	40%	78	40%
Graduated	14	16	10%	19	11%	21	11%

\*Increase from Fall 2018 headcount

2. As part of the plan to meet Fall to Fall Growth and Retention Goals, the program should develop marketing strategies that promote the program's professionalism and career opportunities.
3. On average, 88% of LSBS enrollment is female, and nationally, approximately 82% of social workers are female. Social workers are important in shaping the care of our society and should be representative of the communities they serve. As part of the plan to increase enrollment, LSBS should also explore opportunities to partner with college and local Philadelphia organizations to educate male students about career opportunities to improve their communities and earn professional salaries in the field of social work.

**Transfer**

4. Continue to monitor the unique relationships with the LSBS transfer institutions, changes in their curriculum requirements, and the success of CCP students.

**Assessment**

5. The program has four PLOs with plans to update the 2021-2022 Catalog to include cultural diversity and competency, reflecting the course offerings and bringing them in line with general education essential skills and course learning outcomes. The Program should develop a multi-year assessment calendar and maintain the ongoing assessment schedule.

D. Narrative; elements of Program Analysis, Future Directions of the Field  
 The LSBS program at CCP provides foundational knowledge, skills, professionalism, and transfer pathways for students interested in pursuing a bachelor's or master's degree in social work.

Social workers share a commitment to promoting social welfare, helping people of all backgrounds overcome their unique challenges, and advocating for social and economic justice for all community members. According to the U.S. Department of Labor's Bureau of Labor Statistics (BLS), social work is one of the fastest-growing careers in the United States

The primary mission of the social work profession is to improve individual well-being and help meet the basic and complex needs of all people, with a particular focus on those who are vulnerable, oppressed, and living in poverty. Social workers often focus on both the individual

and their environment; social workers can help clients deal with how they feel about a situation and also what they can do about it<sup>1</sup>. Employment in the Philadelphia region for child, family, and school social workers is expected to grow by 20%, with a median annual salary of \$43,601.

Career opportunities in this growing Philadelphia field require at least a bachelor's degree. The LSBS program provides a pathway for students primarily interested in pursuing a BSW in social work.; a strength of the LSBS program is preparing students for transfer.

For students pursuing a social science or social work program at a transfer institution, LSBS provides identity, direction, and guidance in the only transfer-oriented social science program at the College other than psychology. Students in this program have different interests and career goals than those in psychology. LSBS also differs from the BHHS program in that those courses do not generally transfer to social work programs except as general electives; the LSBS program has worked with each transfer school to transfer requirements.

Toward that end, the program coordinator has steadily forged relationships between the CCP LSBS program and the transfer schools. LSBS has established transfer articulations with eleven area programs in social work and human services. Because of the prescribed pathway, students will have junior standing at the transfer institution.

The data shows that 80% of LSBS graduates whose first semester at CCP was between 2015-2019 continued their education at a transfer institution, and of these students, 60% graduated from their transfer school. These outcomes support the effectiveness of the LSBS program and the Guided Pathways model. The program's increased enrollment, retention, graduation, and transfer rates coincide with the College's comprehensive implementation of the Guided Pathways approach.

A foundation for this success was developing a first-year course that solidified students' goals and provided direction and support for students in the program. From the start, a rigorous assessment plan was developed for FYE 101 to gauge retention and progression through developmental courses.

FYE also emphasizes the importance of students establishing a connection with their advisor and counselor assigned for support. The advisor provides LSBS students with assistance and feedback about their academic plans. Since 2016, the coordinator has collaborated with the program advisors to ensure that students receive accurate and updated information about course selection and transfer. Furthermore, the coordinator and advisors monitor student progress in My Degree Path and Starfish.

Supporting the program's vision and commitment to the students, the college, and the Philadelphia community Mayor Kenney's 2021 budget address to the city highlighted CCP's role in partnering with the City and outlined expansions in services to many of the residents and

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<sup>1</sup> National Association of social Workers (NASW). (n.d.). Retrieved April 25, 2021, from <https://www.socialworkers.org/Careers/Career-Center/Explore-Social-Work/Why-Choose-the-Social-Work-Profession>

specifically those protected by social services. A few examples include potential employment opportunities for LSBS students who earn their BSW:

- Investments in the Department of Behavioral Health and Intellectual Disability Services are more than \$1.6 Billion dollars in Philadelphia
- To improve police response to people calling 911 in behavioral health crisis, the City plans funds a \$6 million dollar investment that includes expansion of the pilot co-responder teams.
- Another \$7.2 million expansion of behavioral health mobile crisis units and a crisis hotline will improve how emergency mental health services are delivered in crisis situations.
- The City will invest a quarter of a BILLION dollars in the Community College of Philadelphia, with 54 million dedicated to the Octavius Catto Scholarship. This initiative will enable 5,000 first-time students to attend college tuition-free, and with the supports they need like food, books, and transportation stipends to successfully earn their degree
- The City will work with CCP to implement a targeted recruitment plan for Black men, who are currently underrepresented in enrollment at the College. And we'll leverage the Scholarship to increase our City's teachers of color

As part of the plan to meet program growth projections, partnerships between CCP, the City, and local organizations highlighting the program's professionalism and career opportunities are in line with the mayor's focus on behavioral health and the existing demand for social workers in the city.

# Community College *of* Philadelphia

## Academic Program Review: Music Performance

Authors: Paul Geissinger, Dawn Sinnott

Spring 2021

# 1. Executive Summary

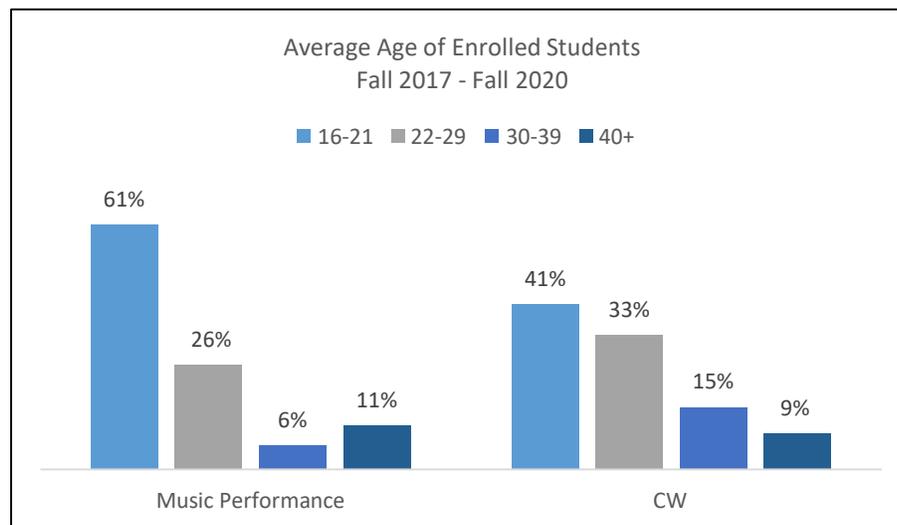
## A. Key Findings

### Enrollment and Demographics

1. In concurrence with prior audit recommendations, the former Music Performance Option Program (MUSP) was closed during the period studied, and a new Music Performance Program (MUSC) was created in fall 2018. The transition was successful and seamless to students, providing enhanced programming; the data shows enrollments returning to former strength after a small drop.
2. On average, the Music Performance Program enrolled a higher proportion of full-time students (58%) than did the College overall (29%).
3. On Average, Music Performance students were more likely to be younger students between 16 and 21 years of age than the college-wide average; 61 percent and 41 percent, respectively.

College-Wide	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	AVG
Headcount	18,125	17,019	17,296	16,503	16,671	15,544	15,996	14,789	13,673	15,782
Full-time	27%	26%	29%	27%	29%	27%	30%	28%	31%	29%

Music Performance	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	AVG
Headcount	30	30	38	44	39	41	27	33	33	35
Full-Time	60%	60%	58%	66%	59%	46%	56%	67%	48%	58%

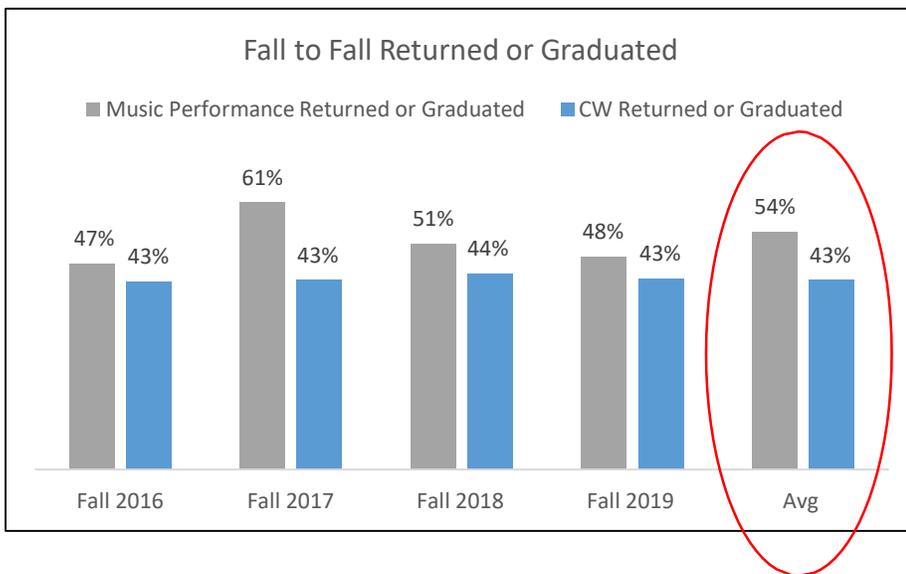


### Retention

4. Fall to Spring Retention between fall 2016 and fall 2020: At 75%, the average proportion of Music Performance program students who returned or graduated from fall to spring averaged 3 points high than the College's average (72%)

5. Fall to Fall Retention between fall 2016 and fall 2019 - At 54%, the average proportion of Music Performance program students who returned or graduated from fall to fall averaged 11 points higher than the College's average (43%)

Music Performance	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Avg
Headcount	30.00	38.00	39.00	27.00	35
Returned to Same Program	43%	50%	21%	33%	35%
Returned to Different Program	0%	5%	10%	4%	7%
Graduated	3%	11%	31%	15%	19%
Persisted in Same Program or Graduated	46%	61%	52%	48%	54%



### Success and Graduation

6. Graduates in Music Performance have increased during the study period.

Graduates	2016	2017	2018	2019	2020
AA Degrees	1,192	1,121	1,141	1,129	1,183
Music Performance	2	1	3	6	4

### Transfer

7. Music Performance students whose first semester was between 2015-2019 and departed the college without graduating were more likely to transfer to another institution of higher education than students departing from Art and Design, another fine arts program, and also AA Degree programs.

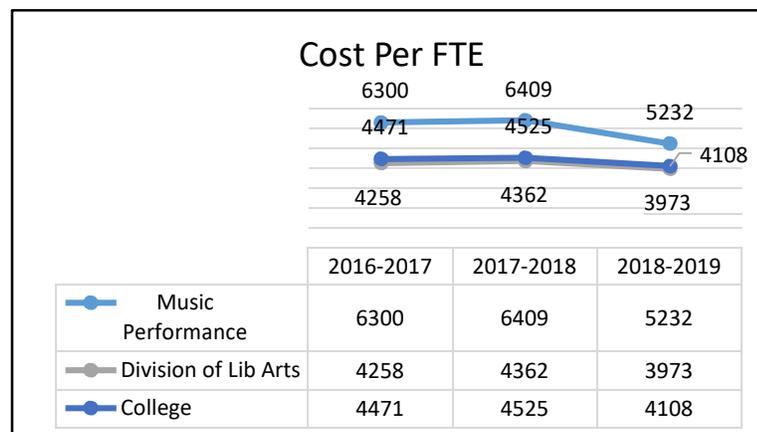
	Departing Students	Did Not Transfer	Transferred
Music Performance	55	81.8%	18.2%
Art and Design	398	89.9%	10.1%
All AA Degree Programs	2,926	82.2%	17.8%

### Assessment

8. The Music Performance Program has three Program Learning Outcomes (PLOs); all PLOs were assessed each semester during the period studied, consisting of ten cycles of assessment for each PLO.
9. The department raised the benchmarks for student success to 80% of students scoring 75% or higher.
10. The department has provided assessment documentation and used the assessment outcomes for course development and revision. Continuous program improvement, based on assessment outcomes, is evident.
11. In Fall 2019, the department began linking Canvas course activity directly to AEFIS, the college's assessment platform. By Spring 2021, the department will have all courses fully integrated to provide essential program PLO assessment data. A combination of course assessments, including papers, discussions, quizzes, presentations, and productions, contribute to course learning outcomes assessment, which feeds into program-level outcomes to provide direct assessment data.

### Cost

12. The Music Performance program is expensive due to the applied one-on-one instruction that takes part in the program. This is the only type of program at the College which offers this type of instruction and is required in a Music Performance degree program. Steps have been made to lower the cost of instruction by adding a course fee on all applied courses.
13. Between 2017-18 and 2018-19 costs decreased by more than \$1,100 per FTE



## A. Prior Audit

### Recommendations from Prior Audit and Program Response:

#### 1. Close the Music Non-Performance Option (MUSN) Program

Given that the MUSN enrollment has decreased dramatically over the past five years and the model student the MUSN Program was created for no longer exists, an argument could be made to close the program. After the MUSN Program is closed, the department must determine how to accommodate students who wish to enter Music Performance Option (MUSP) and Sound Recording and Music Technology (SRMT), but do not qualify for those programs. Until now, these students could enroll in the MUSN Program and re-apply or re-audition for SMRT or MUSP once they were ready. Possible modification to the MUSP and SRMT Programs could include enrolling students conditionally.

#### Program Response:

The Music Non-Performance Option (MUSN) program was successfully closed. It had become a placeholder of sorts since creating the Sound Recording and Music Technology (SRMT) program. Through departmental outreach and advising, students either switched to the SRMT program or auditioned for entry into the Music Performance program, which was fully updated in Fall 2018. Also, in response to the closure of the MUSN program, the SRMT program became open enrollment in Fall 2018; this removed the entry barriers for students interested in pursuing the degree. This change allowed for students to be appropriately advised during the application, placement, and enrollment process. The revised intake process also provided the department with more accurate data of incoming students and the ability to have direct outreach with them since they would no longer be entering the College with a Music Non-Performance or Liberal Arts major.

#### 2. Program Assessment

Reviewing the Program documents makes it clear that assessment is occurring. But the assessment design (multiple outcomes use identical rubrics for assessment) and reporting make it difficult to determine where specific deficiencies exist. Currently, the program uses a benchmark that 70% of the students should score 70% or above; conversely, this allows for a program to meet the benchmark when up to 30% of the students fail the assignment. The Music Department must evaluate whether this is the appropriate standard. Additionally, the Action Plans listed by the Music Department are not currently actionable.

In order to gain a better understanding of assessment and complete these tasks, faculty needs to meet with the Curriculum Assessment Team. The Curriculum Assessment Team can assist the program faculty on closing the loop activities, such as: developing additional rubrics, evaluating the 70 @ 70 benchmark, and creating action plans. After building these changes into the assessment, the Program needs to clarify their documentation to reflect these changes.

#### Program Response:

Since Spring 2015, the Music Department has taken part in many assessment activities and programs at the College to make assessment an integral part of the departmental activity: leading the way for course and program revisions where appropriate. Music Department Head Paul Geissingner was a member of the Curriculum Assessment Team in Summer and Fall 2017 and provided the College community with a presentation on Canvas Integration of Assessment Activities during the Spring 2018 Professional Development Week.

In Fall 2016, the department created a modified ongoing course in Canvas to consolidate applied courses, faculty, and students, which provided a new technology-driven way of assessing student juries. It also allowed students to receive direct feedback from faculty in the department present during the end-of-semester juries.

### 3. Program Management

Due to the issues highlighted in this report, the Music Department needs to more aggressively undertake program management activities that include, but are not limited to: course scheduling, assessment, and determination of optimal program size. Determining optimal program size can help the faculty set enrollment goals. The faculty should determine the ideal size by researching similar programs and obtaining data on enrollment, faculty, and scope of programs; this information can be used to benchmark against the College's size and scope as well as, inform recruitment efforts.

#### Program Response:

Over the past six years, the Music Department has dramatically improved its ability to manage programs, assessments (as previously described) and improve course offerings. As the previous audit grouped Music Performance and Sound Recording and Music Technology programs, the report below is specific to the Music Performance Option (MUSP) program.

In fall 2018, the Music Performance Option (MUSP) program underwent an extensive revision and name change; the resulting revised and updated program is the Music Performance Program (MUSC). This complete program revision became necessary when Music Non-Performance Option was closed due to the relationships between the two programs.

The department has done extensive research to improve program transferability, align the program with current trends in music education at other institutions, and refine the course offerings. Since many course offerings crossover to the Sound Recording and Music Technology program, both programs were revised simultaneously. Beyond the student experience, transferability and general update to the course offerings, the program revision sought to address many of the issues discussed in this recommendation, including program size and appropriate course offerings. The modification also decreased the number of credits required to complete the program from 68-72 to 62-64.

Recruitment and retention in the Music Performance are of utmost importance to the department. These sweeping changes to the curriculum and being more strategic with the

specific course offerings during the College calendar have provided students with a more straightforward path towards degree completion.

4. Minimize Program Costs or Increase Program Revenue

The Music Programs cost 20 to 32% more than the median program cost at the College. The Department must find ways to minimize the programs cost and/ or increase the program revenue. Ways to minimize program costs could include: requiring students to provide their own instruments or assessing inventory to determine instrument priorities. Ways to increase Program revenue could include fundraising, charging the students an additional course fee, or applying for grants.

Program Response

The Music Department has attempted to decrease program costs in a number of ways. Between 2017-2018 and 2018-2019, cost per FTE decreased by more than \$1100.

As part of the Music Performance (MUSC) program revision, a \$200 course fee was added to the applied course offerings. Applied instruction is one of the main costs associated with the department and was a net negative in almost every situation. The introduction of the course fee helped to address the high costs associated with offering this necessary but expensive one-on-one instruction. Even with the addition of the course fee, the cost to students enrolling in the MUSC program is still extremely affordable compared to private instruction costs at other institutions. We also looked at the expense of instruction at private music schools in the area. The College, with the fee, is still less expensive than what most people are paying for 1-on-1 instruction without being enrolled in a degree-seeking program.

Beneficial to students and cost-saving for the department, the program revision for MUSC lowered the number of credits students needed to complete the degrees. Although the objective was to improve student learning, revising Music Theory I and Music Theory II from two three-credit courses into one four-credit course also contributed to the decreased department cost per FTE.

The department has also had a number of donations, both small and large, over the past six years. One highlight was a 1926 Steinway Model L grand piano valued at \$90,200.

5. Minimize Program Costs or Increase Program Revenue

The program faculty need to increase program awareness among local high schools and transfer institutions. Building relationships with and recruiting at local high schools could increase enrollment. Working with colleges to create articulation agreements would provide CCP graduates a place to transfer, and more transfer opportunities could also improve enrollment.

Program Response

Since the last academic program review, the Music Department has increased outreach to High Schools in Philadelphia, built relationships with the Philadelphia School District Office of Arts and expanded transfer opportunities for graduates.

As part of our outreach to Philadelphia High Schools, faculty have taken part in Major Fairs to promote the program and opportunities available to students at CCP as well as "Career Day" and other educational awareness activities. Students from around the city have also visited the College and sat in on music department classes to see firsthand the department's types of courses and instruction. The department has participated in all open houses on campus and provided High School and Middle School students with tours of the College and department.

A connection has also been made between the Philadelphia School District's Office of the Arts and the Music Department. CCP Students have taken part in activities at the district's PSTV studios and students from the district have been welcome to the College to sit in on classes and other activities. Department Head, Paul Geissinger, also took part in the district's Philly Music Educators Meetings, which included administration and program coordinators from Temple University, Drexel University, University of the Arts University Pennsylvania, and more.

Over the past six years, many strides have been made to expand transfer opportunities for graduating students. One key goal is to make sure students who transfer from CCP know exactly which classes will transfer to each institution. Kutztown University and Rowan University have both agreed to transfer in many of the classes offered in the CCP program including technology, history, and ensemble courses. A Full articulation and transfer agreement was created between the College and Berklee College of Music online. Just prior to the coronavirus pandemic, meetings took place between the department and Temple University and University of the Arts. Both institutions are planning to continue these discussions soon to provide CCP students with transfer opportunities that are clearer and more defined.

## B. Action Items

The Office of Assessment and Evaluation makes the following recommendations for the Program.

### **Enrollment and Demographics**

1. Increase Enrollment as follows:

	Fall 2019 (Bench- mark)	Fall 2021 Increase in Headcount*		Fall 2023 Increase in Headcount		Fall 2025 Increase in Headcount	
Headcount	27	32	20%	38	20%	46	20%
Returned to Same Program	35%	13	40%	15	40%	18	40%
Graduated	17%	6	17%	7	17%	8	17%

\*Increase from Fall 2019 headcount

### **Retention and Enrollment**

2. Create a plan to meet Fall to Fall Growth and Retention Goals for the Music Performance Program.

### **Transfer**

3. Fall to fall retention is strong but are students knowledgeable and able to take advantage of the transfer pathways established by the department? Conduct a study about students' transfer aspirations and possible hurdles to understand if the transfer opportunities meet students' needs. Investigate potential strategies for students to make early transfer connections, rather than departing early and transferring.

### **Assessment**

4. Continue rigorous assessment schedule, share and discuss outcomes within the department
5. Monitor the effects of program and course revisions on PLO proficiency assessments to ensure continuous improvement.
6. Continue to provide departmental and divisional guidance in the implementation of AEFIS for fine arts programs. Document and track any necessary adjustments.
7. Create a presentation that demonstrates the technical components of building in AEFIS and the advantages of collecting direct assessment data and using this data for evaluation and revision.

### **Cost**

7. Continue to monitor costs and add efficiencies where possible.

## D. Narrative

The Music Department has developed a strong program that offers music students a solid foundation for transfer opportunities to four-year programs. The majority of students entering the Music Performance program at the College are interested in continuing onto baccalaureate programs in Music Therapy, Education, and Performance. With many articulation agreements between Community College of Philadelphia (CCP) and neighboring schools, an AA Degree from CCP, in most cases, will duplicate the first two years of the four-year bachelor program, including the core. A full articulation and transfer agreement was created between the Music Performance and Berklee College of Music online. Agreements in the near future are expected between Temple University and the University of the Arts. Without the benefits and opportunities provided by the Music Performance program, many of the enrolled students would not have reached the proficiency entrance levels established by programs at the bachelor level.

With a shared goal of providing students with rigorous preparation for their educational and career aspirations, the dedicated and professionally active faculty strive to help students develop and prepare for their future. Some of the benefits afforded students in the Music Performance program include small class sizes, continuous improvement in curriculum and teaching practice, private instrumental instruction from professional faculty, state-of-the-art technology, transfer agreements with leading four-year schools, performance opportunities, meeting students changing needs, and building self-confidence.

The department has been a leader in moving to *digital* assessment and analysis with direct assessment activities. The results of this endeavor can be seen in updated programming and teaching practice. For example, the department revised the music theory curriculum into a sequence of courses that align with national standards and improved students' progression through the series. This revision keeps the program current with changes at other area institutions as music theory knowledge is also necessary for auditions when transferring.

CCP has a highly qualified staff of professional musicians who provide individual instruction from beginning to advanced levels and meet students at their level of need. This is the only program at the College which offers this type of instruction and is required in a Music Performance degree program. Recently a Music Performance graduate transferred to the prestigious Bard College after entering the Music Performance program with no formal training.

Performance experience is available at many levels. Students participate in ensembles structured around the musical genres such as chamber music, brass, jazz guitar, hip-hop, and voice, providing culturally contextualized and industry-specific opportunities. Music Performance students also support the campus events such as the Black and Gold Gala, graduation, and CCP TV. The establishment of the Spring Garden Records label (a joint venture between the Music Department and the Division of Strategic Initiatives) has also improved public visibility in the greater Philadelphia area and beyond. Spring Garden Records has released music from current and former Music Performance students and students from the department's Sound Recording and Music Technology program.

# Community College *of* Philadelphia

## Academic Program Review: Sound Recording and Music Technology

Authors: Paul Geissinger, Dawn Sinnott

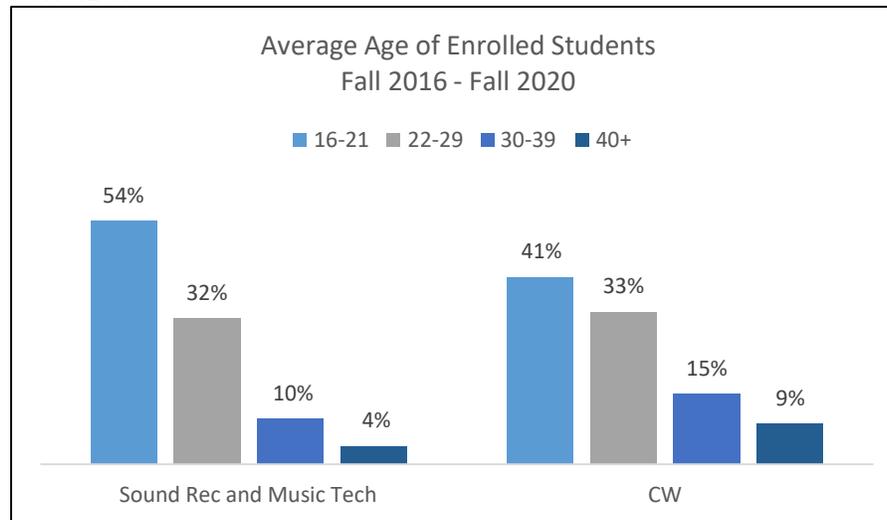
Spring 2021

## Executive Summary

### A. Key Findings

#### Enrollment and Demographics

- Over the period studied, the Sound Recording and Music Technology program more than doubled in enrollment from 35 to 84 students.
- On average, Sound Recording and Music Technology (SRMT) students were more likely to be younger students between 16 and 21 years of age than the college-wide (CW) average; SRMT 54% and CW 41%.



- The Sound Recording and Music Technology program distribution of race and gender found Black male students to be the highest represented group (43%) and White female students the lowest represented group (1%). On average Black males represent 15% of the college population and White females represent 14% of the college population.

SRMT		Fall 2016	Spring 2017	Fall 2017	Spring 2019	Spring 2018	Fall 2019	Fall 2018	Spring 2020	SRMT Avg.	CW Avg.
Asian	Female	0%	0%	0%	2%	0%	2%	1%	2%	<b>2%</b>	5.2%
	Male	3%	3%	4%	0%	3%	4%	3%	3%	<b>3%</b>	4.5%
Black	Female	6%	9%	10%	11%	7%	10%	13%	11%	<b>10%</b>	30.8%
	Male	36%	34%	44%	44%	50%	42%	38%	43%	<b>43%</b>	14.8%
Hispanic	Female	0%	0%	1%	1%	5%	3%	2%	2%	<b>2%</b>	9.3%
	Male	15%	13%	11%	9%	8%	11%	10%	11%	<b>10%</b>	5.0%
White	Female	3%	6%	2%	2%	4%	3%	2%	3%	<b>1%</b>	13.8%
	Male	36%	34%	21%	29%	19%	24%	26%	25%	<b>3%</b>	9.1%

#### 4. Academic Standing

Over the period studied, the Sound Recording and Music Technology averaged a lower proportion of students in good academic standing (84%) than the College's overall (92%), and a higher proportion of students on probation with full-time status (11%) than the College's (4.8%).

SRMT	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	SRMT AVG	College Avg
Enrollment	35	33	85	98	104	96	105	103	84	83	16,180
Good Standing	83	91	91%	88%	89%	83%	91%	78%	67%	84%	92.1%
/Dropped Insufficient Progress	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0.4%
Poor /Dropped Scholarship	0%	0%	0%	0%	1%	0%	0%	0%	1%	1%	0.4%
Probation Full-time Status	3%	3%	5%	9%	8%	11%	6%	17%	23%	11%	4.8%
Probation Part-time Status	14	6%	5%	3%	1%	3%	3%	5%	10%	4%	2.4%

#### Retention

5. Fall to Fall Retention between fall 2016 and fall 2019 - At 39%, the average proportion of Sound Recording and Music Technology program students who returned or graduated from fall to fall averaged 5 points lower than the College's average (43%)

College-Wide	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Average
Headcount	18,125	17,296	16,671	15,996	17,412
Returned to Same Program	32.8%	32.4%	33.5%	35.1%	33.6%
Returned to Different Program	8.8%	9.2%	8.0%	7.3%	6.3%
Graduated	9.4%	10.2%	9.6%	9.2%	9.6%
Persisted in Same Program or Graduated	43.7%	43.7%	44.2%	42.6%	43.4%

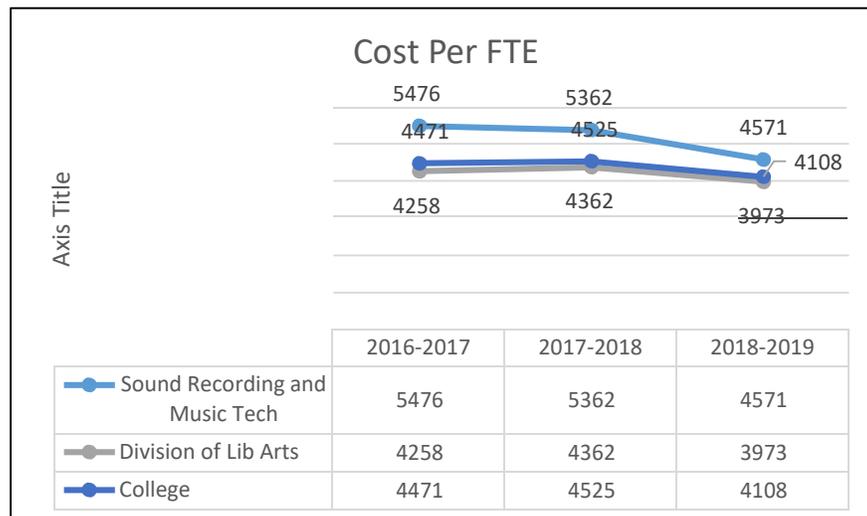
Sound Recording and Music Technology	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Average
Headcount	35	85	104	105	98
Returned to Same Program	31.4%	34.1%	25.0%	34.3%	31.0%
Returned to Different Program	2.9%	4.7%	4.8%	1.9%	3.7%
Graduated	11.4%	7.1%	11.5%	5.7%	8.2%
Persisted in Same Program or Graduated	42.9%	41.2%	36.5%	40.0%	39.1%

## Assessment

6. The Sound Recording and Music Technology Program has three Program Learning Outcomes (PLOs). The Music Department is currently assessing all PLOs on a semesterly basis. Current material is linked through Canvas to AEFIS for aggregating all student data.
7. The data indicate fluctuating levels of proficiency between semesters.
8. Action plans are in place to reinforce learning concepts and track outcomes. The first program learning outcome in the program, which deals with the theory and historical knowledge, has improved to 81% mastery in fall 2020's assessment. An expansion in production classes to expose students to more industry-standard software and hardware should improve student learning outcomes in technology. The department will assess the upcoming semesters to track improvement.

## Cost

9. Two factors that contributed to decreasing cost per FTE included revisions decreasing the number of credits required for graduation and revising the Music Theory sequence from two three-credit courses into one four-credit course. Between 2017-17 and 2018-19, the cost per FTE decreased by more than \$900.



## B. Prior Audit

### Recommendations from Prior Audit and Program Response:

#### 1. Close the Music Non-Performance (MUSN) Program

Given that the MUSN enrollment has decreased dramatically over the past five years and the model student the MUSN Program was created for no longer exists, an argument could be made to close the program. After the MUSN Program is closed, the department must determine how to accommodate students who wish to enter MUSP and SRMT, but do not qualify for those programs. Until now, these students could enroll in the MUSN Program and re-apply or re-audition for SRMT or MUSP once they were ready. Possible modification to the MUSP and SRMT Programs could include enrolling students conditionally.

#### Program Response:

The Music Non-Performance (MUSN) program was successfully closed. It had become a placeholder of sorts since the creation of the Sound Recording and Music Technology (SRMT) program. Through departmental outreach and advising, students either made the switch to the SRMT program or auditioned for entry into the updated Music Performance Option (MUSP) program, which became Music Performance (MUSC) in Fall 2018. Also, in response to the closure of the MUSN program, the SRMT program became open enrollment in Fall 2018; this removed the entry barriers for students interested in pursuing the degree. This change allowed for students to be appropriately advised during the application, placement, and enrollment process. This also provided the department with more accurate data of incoming students and the ability to have direct outreach with them since they would no longer be entering the College as Music Non-Performance or Liberal Arts majors.

#### 2. Program Assessment

Reviewing the Program documents makes it clear that assessment is occurring. But the assessment design (multiple outcomes use identical rubrics for assessment) and reporting make it difficult to determine where specific deficiencies exist. Currently the program uses a benchmark that 70% of the students should score 70% or above; conversely, this allows for a program to meet the benchmark when up to 30% of the students fail the assignment. The Music Department must evaluate whether this is the appropriate standard. Additionally, the Action Plans listed by the Music Department are not currently actionable.

In order to gain a better understanding of assessment and complete these tasks, faculty needs to meet with the Curriculum Assessment Team. The Curriculum Assessment Team can assist the program faculty on closing the loop activities, such as: developing additional rubrics, evaluating the 70 @ 70 benchmark, and creating action plans. After building these changes into the assessment, the Program needs to clarify their documentation to reflect these changes.

#### Program Response:

Since Spring 2015, the Music Department has taken part in many assessment activities and programs at the College to make assessment an integral part of the departmental activity: leading the way for course and program revisions where appropriate. Music Department Head Paul Geissinger was a member of the Curriculum Assessment Team in Summer and Fall 2017 and provided the College community with a presentation on Canvas Integration of Assessment Activities during the Spring 2018 Professional Development Week.

The department has also raised benchmarks for student success to 80% of students scoring 75% or higher. This provides a uniform approach to evaluating student success across the department: evaluating coursework in applied music, history, music theory, technology, ensemble activity, and business with the same benchmark.

The Music Department is currently assessing all course learning outcomes for the SRMT degree on a semester basis. All material is linked through Canvas to AEFIS for aggregating all student data.

### 3. Program Management

Due to the issues highlighted in this report, the Music Department needs to more aggressively undertake program management activities that include, but are not limited to: course scheduling, assessment, and determination of optimal program size. Determining optimal program size can help the faculty set enrollment goals. The faculty should determine the ideal size by researching similar programs and obtaining data on enrollment, faculty, and scope of programs; this information can be used to benchmark against the College's size and scope as well as, inform recruitment efforts.

#### Program Response

Over the past six years, the Music Department has dramatically improved its ability to manage programs, assessments (as previously described) and improve course offerings. As the previous audit grouped Sound Recording and Music Technology (SRMT) and Music Performance (MUSC), the report below is specific to the Sound Recording program.

The department did extensive research to improve transferability, align the program with trends in music education at other institutions, and refine the course offerings. Since many course offerings in the MUSC program crossover to the SRMT program, both programs were revised at the same time. Beyond the student experience, transferability and general update to the course offerings, the program revision sought to address many of the issues discussed in this recommendation, including program size and appropriate course offerings. The revision also decreased the number of credits required to complete the program from 67 to 60.

When looking at enrollment and the size of the SRMT program at the College, the program does have room to grow. Enrollment in baccalaureate programs in the area includes 125 students at Millersville University, 200 at Rowan University, and 130 at University of the Arts.

Recruitment and retention in the SRMT program are of utmost importance to the department. These sweeping changes to the curriculum and being more strategic with the specific course offerings during the terms throughout the College calendar have provided students with a clearer path towards degree completion.

4. Minimize Program Costs or Increase Program Revenue

The Music Programs cost 20 to 32% more than the median program cost at the College. The Department must find ways to minimize the programs cost and/ or increase the program revenue. Ways to minimize program costs could include requiring students to provide their own instruments or assessing inventory to determine instrument priorities. Ways to increase Program revenue could include fundraising, charging the students an additional course fee, or applying for grants.

Program Response

The Music Department has attempted to decrease program costs in several ways. Between 2016-17 and 2018-19, the cost per FTE decreased by more than \$900.

Beneficial to students and cost-saving for the department, the program revision for SRMT lowered the number of credits that students needed to complete the degrees. Although the objective was to improve student learning, revising Music Theory I and Music Theory II from two three-credit courses into one four-credit course also contributed to the decreased department cost per FTE.

The SRMT program has utilized Perkins grant funding to improve classrooms, materials, and other aspects of the instruction in the department. The department has also had a number of donations, both small and large, over the past six years. One highlight was a 1926 Steinway Model L grand piano valued at \$90,200.

5. Minimize Program Costs or Increase Program Revenue

The program faculty need to increase program awareness among local high schools and transfer institutions. Building relationships with and recruiting at local high schools could increase enrollment. Working with colleges to create articulation agreements would provide CCP graduates a place to transfer, and more transfer opportunities could also improve enrollment.

Program Response

Since the last academic program review, the Music Department has increased outreach to High Schools in Philadelphia, built relationships with the Philadelphia School District Office of Arts and expanded transfer opportunities for graduates.

As part of our outreach to Philadelphia High Schools, faculty have taken part in Major's Fairs to promote the program and opportunities available to students at CCP as well as "Career Day" and other educational awareness activities. Students from around the city have also visited the

College and sat in on music department classes to see firsthand the types of courses and instruction in the department. The department has participated in all open houses on campus and provided High School and Middle School students with tours of the College and department.

A connection has also been made between the Philadelphia School District's Office of the Arts and the Music Department. CCP Students have taken part in activities at the district's PSTV studios and students from the district have been welcome to the College to sit in on classes and other activities. Department Head, Paul Geissinger, also took part in the district's Philly Music Educators Meetings, which included administration and program coordinators from Temple University, Drexel University, University of the Arts, the University of Pennsylvania, and more.

Over the past six years, many strides have been made to expand transfer opportunities for graduating students. One key goal is to make sure students who transfer from CCP know exactly which classes will transfer to each institution. Kutztown University and Rowan University have both agreed to transfer in many of the classes offered in the CCP program including technology, ensemble, and business courses. A Full articulation and transfer agreement was created between the College and Berklee College of Music online. Discussions have also started between Millersville University and CCP with a full articulation agreement goal in the next few months. Just prior to the coronavirus pandemic, meetings took place between the department and Temple University and University of the Arts. Both institutions are planning to continue these discussions soon to provide CCP students with transfer opportunities that are clearer and more defined.

C Action Items

The Office of Assessment and Evaluation makes the following recommendations for the Program.

**Enrollment and Demographics**

1. Increase Enrollment as follows:

	Fall 2019 (Benchmark)	Fall 2021 Increase in Headcount*		Fall 2023 Increase in Headcount		Fall 2025 Increase in Headcount	
Headcount	105	109	3.5%	117	8.0%	129	10%
Returned to Same Program	33%	37	34%	42	36%	46	36%
Graduated	9%	10	9%	12	10%	14	11%

\*Increase from Fall 2019 headcount

2. Create a plan to meet Fall to Fall Growth and Retention Goals for the Sound Recording and Music Technology Program. To address of the needs of the young African Male population, the department will engage the College’s Center for Male Engagement as well as provide

additional mentorship opportunities for students in this population through extra-curricular activities around the College's label, Spring Garden Records.

3. Develop and market the Program's high tech music and recording spaces to add visibility and community interest in the program. Attract new student interest in promoting students' opportunity to use space and technology for creative efforts. Invite professional interest through hosting events with industry professionals.

### **Academic Standing and Retention**

4. Low persistence rates and academic standing are problems for Sound Recording and Music Tech (SRMT) students. It is important to understand the significant factors impeding student interest, academic success, and persistence in the SRMT program. The department should conduct a study to understand behavioral patterns and student barriers to success.
5. Develop and implement strategies to address SRMT student retention and academic issues.
6. Track student changes in fall-to-fall retention to analyze strategic interventions and progress towards success.

### **Assessment**

7. Continue rigorous assessment schedule, share, discuss outcomes and document changes within the department.
8. Monitor the effects of program and course revisions on PLO proficiency assessments to ensure continuous improvement.
9. Continue to provide departmental and divisional guidance in the implementation of AEFIS for fine arts programs. Document and track any necessary adjustments.
10. Create a presentation that demonstrates the technical components of developing assessment strategies in AEFIS and the advantages of collecting direct assessment data and using this data for evaluation and revision.

### **Cost**

8. Continue to monitor program costs and add efficiencies where possible.

## **D Narrative**

Technology has changed how music is transmitted, preserved, heard, performed, and composed<sup>1</sup>. Today's music is often a team effort between the performer, producer, audio engineers, and production staff who are highly trained and can be just as sensitive as the performance artists. Many of the sounds we hear have been performed by musicians and

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<sup>1</sup> Hua, J., 2021. *The Impact of Technology on the Musical Experience*. [online] Music.org. Available at: <[https://www.music.org/index.php?option=com\\_content&view=article&id=2675:the-impact-of-technology-on-the-musical-experience&catid=220&Itemid=3665](https://www.music.org/index.php?option=com_content&view=article&id=2675:the-impact-of-technology-on-the-musical-experience&catid=220&Itemid=3665)> [Accessed 2 May 2021].

interpreted by audio engineers. Audio engineers can be almost as highly trained as concert performers and can be just as sensitive as artists. For this thriving industry, the U.S. Bureau of Labor Statistics projects a 7 percent growth in employment opportunities for broadcast and sound engineering technicians from 2014 through 2024.

The Music Department's Sound Recording and Music Technology (SRMT) Program provides students with a comprehensive background in sound recording, music production, and music technology expertise within production, theory, business, music appreciation, performance, and piano. It prepares students for both the music industry and transfer for the continuation of their education.

With a shared goal of providing students with rigorous preparation for their career and educational aspirations, the dedicated and professionally active SRMT faculty strive to help students develop and prepare for their future.

The Music Industry has undergone many dramatic changes and the College's SRMT program has adapted and grown to meet those developments through continuous improvements in curriculum and teaching practice.

Technology has been a driver of change. This fall, 2021, the department will move into a renovated space featuring a new recording studio and ensemble space, a new lecture classroom, and a piano lab with expanded capabilities. The new space will be one of the best production/tracking studios in the city.

The Sound Recording and Music Technology program prepares students for the highly competitive nature of a career in the arts with two business courses that provide students with industry business fundamentals for traditional employment or entrepreneurship. These courses directly interact with Spring Garden Records, where students meet with artists on the label to create social media and marketing proposals. Spring Garden Records and the activities in the course provide the students with experiential learning and potentially real-world resume credits before graduation.

Recent alumni of the program are working in the field in a variety of settings. Some graduates have become entrepreneurs and started their studio businesses. In contrast, others have gone on to work at recording studios, concert venues, and postproduction facilities, to name just a few areas. Other alumni have gone into independent production and songwriting: working with both major and independent labels.

Although the AAS degree focuses on workforce placement, the department has increased transfer opportunities for SRMT graduates. Course transfers with Kutztown and Rowan University are in place and an articulation agreement is in place with Berklee College of Music Online. Discussions are taking place with Temple University, University of the Arts, and Millersville University to establish transfer agreements. Millersville is an exciting transfer option for students interested in live sound production due to its program's connection with Clair Brothers, one of the largest touring sound companies in the country.

# LET **FREEDOM** RING



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YOU NEED TO **SUCCEED.**

 **OCTAVIUS CATTO**  
**SCHOLARSHIP**

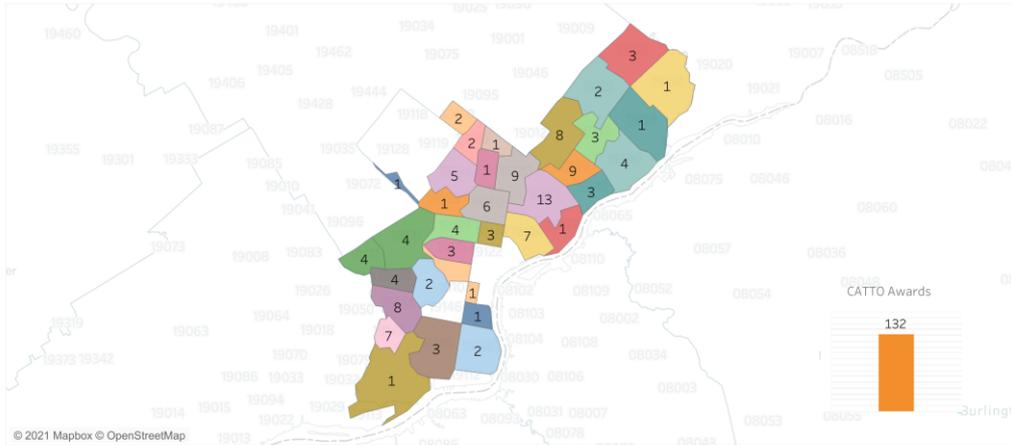
Community College *of* Philadelphia

Learn more:  
[ccp.edu/catto](http://ccp.edu/catto)



# Final Spring 2021 Demographics

CATTO Awards



Student Residential Zip Code

- 19104
- 19107
- 19111
- 19114
- 19115
- 19116
- 19120
- 19121
- 19124
- 19126
- 19127
- 19129
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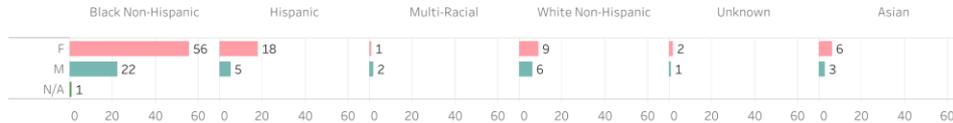
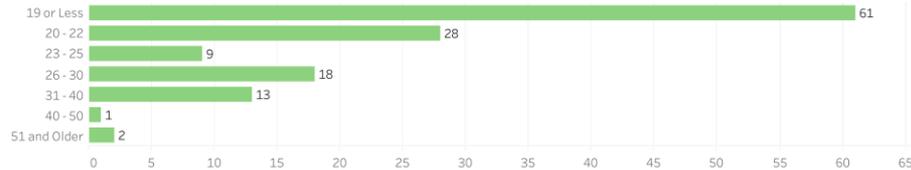
**Average CATTO EFC**

White Non-Hispanic	\$1,548
Hispanic	\$1,342
Black Non-Hispanic	\$970
Unknown	\$58
Multi-Racial	\$0
Asian	\$62

**Avg EFC**

White Non-Hispanic	\$5,534
Hispanic	\$2,675
Black Non-Hispanic	\$3,079
Unknown	\$2,045
Multi-Racial	\$2,766
Asian	Null

**Age**



Report Run Date: 5/26/2021

# High School, Major and Placement Data

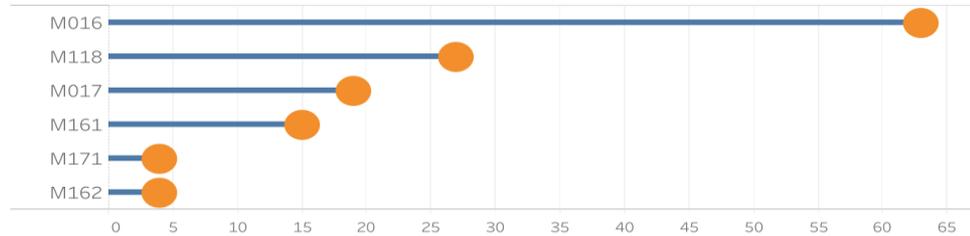
Number of Philadelphia ..

74

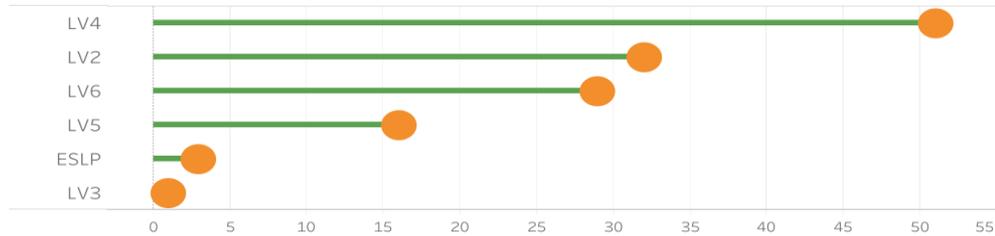
Number of  
Majors

36

Math Placement



English Placement



Report Run Date: 6/2/2021



## Academic Progress

### Catto “High Flyers”

Earned 4.0 GPA - **16** Scholars

Earned Honors (3.2 GPA and above) – **32** Scholars (16 + 16 earned 4.0)

Rising Stars (2.50 GPA - 3.19 GPA) - **23** Scholars

Good Academic Standing - **92** (Avg. 2.5 GPA)

**4** Catto Scholars (Gateway to College grads) already earned between 40 – 54 credits

### \*Semester Course Pass Rate

Fall 2019 Baseline: **52%**

Catto: **63%**

Non-Catto: **70%**

### Retention Rate (point-in-time, term-to-term)

**22%** (non-Catto = **18%**)

**46** Scholars registered for summer 2021 classes (8 are in danger of losing federal aid)



## Academic Progress

### Developmental English Pass Rates

#### Level II (098/099)

Fall 2019 Baseline: **56%/51%**

Catto: **79%/71%**

Non-Catto: **72%/72%**

#### Level IV (098/101)

Fall 2019 Baseline: **\*51%**

Catto: **59%/54%**

Non-Catto: **72%/73%**



## Academic Progress

### Developmental Math Pass Rates

#### FNMT 019

Fall 2019 Baseline: **N/A**

Catto: **50%**

Non-Catto: **60%**

#### FNMT 017

Fall 2019 Baseline: **40%**

Catto: **36%**

Non-Catto: **66%**



# Scholar Engagement

## Success Coaching (Starfish data)

Avg. caseload per Success Coach – **45:1**

**490** total Scholar meetings from 1/25 - 5/13 (Online - 385, Phone - 105)

*Categories:*

Check-Ins - **441**

Academic - **27**

Financial Aid - **11**

Personal - **8**

Career - **2**

Financial issues - **1**

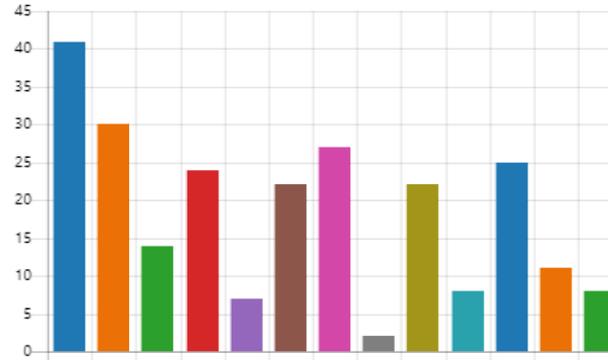
# Basic Needs

111 Scholars completed Single Stop profiles

5 Scholars are currently receiving TANF and/or SNAP (via KEYS)

## Self-Report Usage of Basic Needs Stipends

Food for yourself	41
Food for your family	30
Rent/Mortgage	14
Gas for a car	24
Carsharing (Ober/Lift) etc.	7
Utilities (Gas, Electric, Water)	22
Internet	27
Cable	2
Cell phone bill	22
Purchasing a computer for sch...	8
School supplies not cover by t...	25
SEPTA Pass	11
Other	8





## Five Lessons Learned

- **Good start makes the difference** (foundational course sequence, immediate & consistent touch points with scholars, quality academic advising)
- **Bad data in = bad data out** (fine tune the identification, enrollment and intake process; take deep data dives with relevant College departments, regular data review, SAT mtgs)
- **Value of a full complement of staff** (quick hiring of quality staff, Coaches and Navigator roles are core, a support team across the College)
- **Barriers the scholars face are real** (empathy & support for those facing barriers, pandemic created additional barriers)
- **Employ promising practices** (use our own institutional data to inform our work, web of good information from partners in the work)



# Questions

## **BHHS Update to the SOC – June 3, 2021**

As a critical step in revising the BHHS curriculum the faculty conducted an extensive Environmental Scan that provided us with the most prevalent issues facing Behavioral Health and Human Service providers and the clients they serve within the Philadelphia Community.

- 1. Family and Intimate Partner Violence (IPV)**
- 2. Addiction and Recovery**
- 3. Youth and Community and Family Engagement**
- 4. Eldercare**
- 5. Trauma-Informed**
- 6. Social Determinants of Mental Health**

Based upon these underlying six pillars that currently reflect the pressing issues facing client service delivery within Philadelphia's Human Services communities, the faculty began the deliberative process of evaluating the curriculum to reflect these areas of need and the skills and knowledge necessary for those entering the Behavioral Health and Human Services workforce. This entailed a revision of current Programs Learning Outcomes (PLOs), an audit of current course offerings to ascertain their alignment and relevance to the newly created PLOs, and a resulting curriculum design with a primary focus on workforce development.

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Response from Dr. Sweet, Dean of Liberal Studies:

The program design submitted by the BHHS faculty insufficiently addressed the six areas of need (noted above). The PLOs were revised, and they added the trauma-informed course into the core offerings, but they did not substantively incorporate the other five areas into the program. The program would have remained essentially the same with their proposed revision, so I rejected the proposed design. Consequently, the faculty are now considering what substantive changes can be made to meet the needs of the Philadelphia behavioral health and human services workforce.

**Liberal Arts Honors Update**  
Program Redesign Progress  
June 3, 2021

Based on various scans, surveys, focus groups, faculty discussions and meetings with a variety of constituents, the following elements are in progress for an upcoming Program Redesign:

1. Develop an “on-ramp” for students who are not English 101 ready.
  - a. Pairing the latest English 098/101 ALP courses with an Honors course like ART 101 or SOC 101 to introduce students to the Honors program faculty while still meeting them where they are in terms of English reading and writing readiness.
  - b. Begin a mentoring and advising program for all students who declare themselves as Honors Program majors upon entering the College or who wish to track as Honors students.
    - i. This program will include peer-to-peer mentoring
    - ii. This program will also pair students with current teaching faculty in Honors.
  - c. Working with students at Roman Catholic High School to make sure that they know about the Honors Program.
  
2. Develop a capstone course for the program.
  - a. Providing students with a final capstone course that will work on high impact experiences for students.
    - i. The course will include an independent research project in which students would work in archives, museums, libraries, and other research institutions around the city to develop and complete a project.
    - ii. The course may also include a study abroad component or other high impact practices.
  - b. The capstone course will be aligned with Departmental Distinction for participating students upon graduation.
  
3. Create at least one – possibly two – Proficiency certificates for Honors Students.
  - a. A 12-15 credit Proficiency certificate for students in the part-time and full-time course links.
    - i. This certificate would provide an acknowledgment of the work that students do in the part-time links even if they are pursuing a degree in another area.
    - ii. By providing this certificate, we would be able to fully articulate and record student success in the Honors program.

Response from Dr. Sweet, Dean of Liberal Studies:

The Liberal Arts Honors program is moving progressively forward to address the needs found in the APR and the environmental scan. They are on-track to have a revised program that is adequately assessed, creatively designed, and thoughtfully marketed.

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Thursday, June 3, 2021 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Lydia Hernández Vélez, Esq., presiding; Mr. Rob Dubow; Mr. Harold Epps, and Mr. Steve Herzog

**Present for the Administration:** Dr. Donald Guy General, Mr. Jacob Eapen, Ms. Marsia Henley, Mr. Gim Lim, Mr. Derrick Sawyer, Mr. John T. Wiggins, and Victoria L. Zellers, Esq.

**Present for the City:** Ms. Sabrina Maynard

**AGENDA – PUBLIC SESSION**

Ms. Hernández Vélez opened the meeting at 9:02 A.M.

**(1) 2021-2022 Property and Casualty Insurance Renewal Package (Action Item)**

Discussion: Mr. Eapen stated that the College received insurance premiums and coverages based upon the insurance renewal process conducted by Willis Towers Watson, the College's broker. The insurance premiums increased from \$942,191 in 2020-21 to estimated \$1,059,112 in 2021-22, a difference of \$116,826. Please refer to Attachment A. Mr. Eapen stated that staff budgeted for the increase in the insurance premiums; and that approximately \$47,000 will be remaining and will be used for the insurance for the Career and Advanced Technology Center.

Mr. Sawyer highlighted the major increases in the insurance premiums as follows:

- a. Property Insurance increased by 35% due to the College's appraised property values being reviewed resulting in an 18% increase in insurance premiums.
- b. Workers' Compensation increased due to exposure rates from previous years, resulting in a 10% increase in insurance premiums.
- c. Student Medical Malpractice, which is insurance for the College's clinical students, rose due to the expected number of students returning in the Fall semester resulting in a \$5,257 increase.
- d. Security and Privacy (Cyber Insurance) rose due to the increased number of cyber threats throughout the country resulting in a \$9,622 increase.

Ms. Zellers pointed out that one of the reasons why the College preferred to stay with PMA as the Workers' Compensation carrier is because PMA approved the College to utilize the expertise of Ms. Barbara Young of Scaff & Young, a partially minority, women-owned firm, for legal services. Mr. Sawyer mentioned that PMA also included a Sliding Scale Dividend which could provide the College with dividends based on the College's losses.

Mr. Epps asked Mr. Dubow how the insurance increases compare with the City of Philadelphia. Mr. Dubow stated that the trends are similar and that the City was having difficulty in obtaining Cyber insurance. With regard to Cyber insurance, Mr. Epps asked what are the steps that the College is taking to protect its data. Mr. Eppen stated that the College has a 24-hour service that monitors the College's system. He suggested that at the next Business Affairs Committee meeting, College staff can provide detailed information on its IT security. Mr. Epps suggested that this is a conversation that should be reinforced for the Middle States process. Dr. Generals stated that the College put in place technological infrastructures that are continually being monitored. He stated that an integral part of the Middle States process is to have data integrity.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the 2021-22 insurance program, with a total cost of \$1,109,112 including the broker fee. The motion passed unanimously.

**(2) Touchless Faucets and Flushometers and Bottle-Filling Station and Cooler (Action Item)**

Discussion: Mr. Eppen stated that, as part of the College's return to the Main Campus and Regional Centers, restrooms will be retrofitted with new touchless faucets and touchless flushometers. Additionally, all existing water fountains will be retrofitted with refrigerated water bottle-filling devices.

Mr. Eppen stated that the College issued RFP #10150 through the e-bid site Pennbid with two (2) projects, Project A for water bottle filling stations with coolers and Project B for touchless restroom retrofits. The mandatory pre-bid meeting was attended by eight (8) contractors, Chadwick Service Company, LGB Mechanical, Burns Cope Associates, MMB Contractors, APR Plumbing, Kaser Mechanical, Paradigm Mechanical, Garry's Plumbing & Heating. This yielded responsible bids from three (3) contractors, Chadwick Service Company, LGB Mechanical and Kaser Mechanical. Please refer to Attachment B.

Mr. Eppen stated that the two lowest responsible bidders were LGB Mechanical for the Bottle-Filling Station and Cooler; and Chadwick Service Company for the Touchless Faucets and Flushometers. He pointed out that the purchase will be made using Higher Education Emergency Relief Funds.

Ms. Henley stated that LGB Mechanical, located in West Berlin, NJ, has 4 employees with no minorities in its workforce. She stated Chadwick Service Company is located in Bensalem, PA with 54 employees, of which 6% are ethnic minorities.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the full Board approval of an award to the two (2) lowest responsible bidders for a total award of \$567,586 for both Project A and B as follows:

- Project A: Bottle-Filling Station and Cooler is LGB Mechanical at \$129,400

- Project B: Touchless Faucets and Flushometers is Chadwick Service Company at \$438,186

The purchase will be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

**(3) Site Furniture Institution-Wide Outdoor Hardscaped Spaces (Action Item)**

Discussion: Mr. Eapen stated that, as part of the College’s safe return to campus, we are planning to add site furnishings to the outdoor hardscaped spaces at CCP Main Campus, NERC and NWRC. The furnishings specified will match the manufacturers, styles, and colors already in place at each location.

The College has received a responsible quote from CI Solutions, LLC, a W/MBE dealer, based in Philadelphia. Their quote uses Pennsylvania State Contract pricing and the College has received an estimated install by The Riff Group, a WBE installer. See Attachment C for pricing summary.

Ms. Henley provided the demographics. She stated that CI Solutions is located in Philadelphia. CI Solutions is 100% minority, women-owned with a 43% diverse workforce. She stated that The Riff Group is located in Phoenixville, PA with 53 employees and a 12% diverse workforce.

Ms. Hernández Vélez asked where at the Main Campus and Regional Centers will the site furnishings be placed. Mr. Wiggins stated that at the Main Campus, the locations will be at the Pavilion Area Courtyard, Bonnell Courtyard, and underpass where the bike racks are located. At the Northeast and Northwest Regional Centers, the locations will be at the back-Courtyard entranceways.

Action: Mr. Epps moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the approval of awards to the following company:

- A. CI Solutions LLC/TransAmerica - \$130,398.20
  - Site Furnishings (Landscape Forms)

The motion passed unanimously.

**(4) Protective Clear Screens (Action Item)**

Discussion: Mr. Eapen stated that as part of the College’s safe return to campus, staff is planning to add sturdy, metal trimmed, ¼” thick, clear acrylic divider screens institution-wide. The divider screens specified will match the fit and finish already in place at the campus. He mentioned that College staff did a walk through with Pennoni, the College’s COVID-19 Consultants. Mr. Eapen stated that the College has received a responsible quote from CI Solutions, LLC, a W/MBE dealer based in Philadelphia. CI Solutions’ quote uses The Interlocal Purchasing System (TIPS-USA) buying agreement and the College received an estimated install by The Riff Group, a WBE installer. See Attachment D for pricing summary. Mr. Eapen stated that CI Solution, LLC/TransAmerica quote was received for \$146,443.30 for clear acrylic and

metal divider screens and the install by Riff is estimated at \$38,062.35 for a total cost of \$184,505.65. The purchase will be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

Ms. Henley stated that the CI Solutions is located in Philadelphia. CI Solutions is 100% minority, women-owned with a 43% diverse workforce. She stated that The Riff Group is located in Phoenixville, PA with 53 employees and a 12% diverse workforce.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board the approval of awards to the following:

- CI Solution, LLC/TransAmerica = \$146,443.30 -clear acrylic plus metal divider screens
- Install by Riff estimated at \$38,062.35  
= \$184,505.65

The purchase will be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

**(5) Supplemental Information on the 2021-2022 College Budget (Information Item)**

Mr. Eapen stated that the Business Affairs Committee approved the 2021-2022 College Budget at the May 19, 2021 meeting. As part of the public document, Attachment E, which contains the Budget Summary - Funding Sources and Application of Funds for the Fiscal Year July 1, 2021 - June 30, 2022 is officially incorporated into the minutes.

The Public Session temporarily ended at 9:20 A.M.

**EXECUTIVE SESSION**

The Business Affairs Committee went into Executive Session.

**PUBLIC SESSION**

The Committee returned to the Public Session at 9:35 A.M. to vote on the Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios.

**(6) Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios (Action Item)**

Background: Banner Works, Inc. has failed to install the public art work pursuant to the College's contract with them and despite multiple efforts to resolve the matter amicably. The College wishes to retain Fox Rothschild to pursue an equitable action and seek specific performance of the contract and/or monetary damages.

Discussion: Ms. Zellers stated that Wali Rushdan will be lead attorney on the matter and Fox has offered a 20% discount on his regular rate. Mr. Ron Williams, who represented the College successfully in the Burt Hill litigation, will supervise the matter, and Fox has offered a 30% discount on his regular rate. Ms. Zellers stated that during upcoming Business Affairs Committee Executive Sessions, the Committee will be updated on the litigation matter.

Action: Mr. Epps moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios. The motion passed with Mr. Dubow abstaining.

**(7) Informational Update:**

Ms. Zellers informed the Committee that Gold Enterprises, LLC, a minority and women-owned firm, will be the College's Anti-Racist Consultant. Because the contract will be under the threshold for Board approval, the contract will not need Board approval. She stated that training will be given to the Board of Trustees, President's Cabinet, administration, faculty, and staff and it will assist the College in framing the work of the Anti-Racist Committee.

**(8) Next Meeting Date:**

Ms. Hernández Vélez stated that the next regularly scheduled meeting of the Business Affairs Committee meeting **is scheduled for Wednesday, June 23<sup>rd</sup> at 9:00 A.M.**

Since there were no other items for discussion, Ms. Hernández Vélez asked for a motion to close the Business Affairs Committee meeting. Mr. Herzog moved and Mr. Dubow seconded the motion to close the Business Affairs Committee meeting. The motion passed unanimously.

The meeting adjourned at 9:43 A.M.

JE/lm

# **ATTACHMENT A**

## **2021-2022 Property and Casualty Insurance Renewal Summary**

Coverage	Carrier	Expiring (2020-21) Premium	Renewal (2021-22) Premium			
Property	CM Regent	\$197,892	\$232,604	18%		34,712
General Liability (\$1M)	CM Regent	148,811	149,280	0%		469
Automobile	CM Regent	17,257	15,871	-8%		(1,386)
Workers' Compensation	PMA	317,761	348,391	10%		30,630
Umbrella (\$20M) - Excess Liability	CM Regent	76,784	78,989	3%		2,205
International Liability	Navigators	2,356	2,500	6%		144
Crime (\$4M x \$1M) - Excess Crime	CM Regent	12,964	13,740	6%		776
Educators Legal Liability (\$15M)	UE	150,666	185,319	23%		34,653
Student Medical Professional Liability (\$1M)	CNA	4,157	9,414	126%		5,257
Travel Accident	AIG	1,315	1,154	-12%		(161)
Security & Privacy	Chubb	12,228	21,850	79%		9,622
<b>TOTAL INSURANCE PREMIUMS</b>		<b>942,191</b>	<b>1,059,112</b>			
Broker Fee	Willis Towers Watson	\$ 55,000	\$ 50,000	-9%		(5,000)
<b>TOTAL WITH BROKER FEE</b>		<b>997,191</b>	<b>1,109,112</b>			

# **ATTACHMENT B**

## **Touchless Faucets and Flushometers and Bottle-Filling Station and Cooler**

	Description	Type	UOM	Quantity	Chadwick Service Company	LGB Mechanical Inc.	Kaser Mechanical, LLC.
Project A: Bottle-Filling Station and Cooler							
	Furnish and install Refrigerated Dispenser Design Wall Water Coolers with Bottle-Filling Stations /RFP#10150	Base	Lot	1	\$154,973	\$129,400	\$275,000
Project B: Touchless Faucets and Flushometers for Toilets and Urinals							
	Furnish and install touchless flushometers, and lavatory faucets /RFP#10150	Base	Lot	1	\$438,186	\$519,250	\$1,000,000

# **ATTACHMENT C**

## **Site Furniture Institution-Wide Outdoor Hardscaped Spaces**



Recommended by  
NDay-052821

**TRANSAMERICAN**  
Office Furniture

05-28-2021

CI21136-A-LANDSCAPE\_FORMS

## CCP - OUTDOOR FURN - LANDSCAPE FORMS

Item	MFG	Qty.	Product	Price	
				Unit	Extended
1	LSF	6	<b>LOUNGE</b> AMERICANA LOUNGE, CHARCOAL GRAY LOCATION: NERC - 4 LOCATION: NWRC - 2 QUOTE: 0000332543	List: \$1,372.80 Sell: \$1,372.80 Discount %: 0.00	\$8,236.80 \$8,236.80 0.00
2	LSF	1	<b>PLANTER</b> SORELLA PLANTER, 40 GALLON, STEEL LOCATION: MAIN CAMPUS QUOTE: 0000332543	List: \$1,258.40 Sell: \$1,258.40 Discount %: 0.00	\$1,258.40 \$1,258.40 0.00
3	LSF	6	<b>OUTDOOR TABLE</b> MINGLE 3-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: MAIN CAMPUS QUOTE: 0000332515	List: \$3,411.20 Sell: \$3,411.20 Discount %: 0.00	\$20,467.20 \$20,467.20 0.00
4	LSF	9	<b>OUTDOOR TABLE</b> MINGLE 4-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: MAIN CAMPUS - 7 LOCATION: NERC - 2 QUOTE: 0000332515	List: \$3,411.20 Sell: \$3,411.20 Discount %: 0.00	\$30,700.80 \$30,700.80 0.00
5	LSF	1	<b>OUTDOOR TABLE</b> CAROUSEL 3-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: NWRC QUOTE: 0000332515	List: \$2,100.80 Sell: \$2,100.80 Discount %: 0.00	\$2,100.80 \$2,100.80 0.00
6	LSF	1	<b>OUTDOOR TABLE</b> CAROUSEL 4-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: NWRC QUOTE: 0000332515	List: \$2,100.80 Sell: \$2,100.80 Discount %: 0.00	\$2,100.80 \$2,100.80 0.00
7	LSF	2	<b>WASTE CONTAINER</b> PLEXUS LITTER CONTAINER, 20" SIDE OPENING, 30 GALLON, BLACK LOCATION: NWRC QUOTE: 0000332515	List: \$1,164.80 Sell: \$1,164.80 Discount %: 0.00	\$2,329.60 \$2,329.60 0.00
8	LSF	2	<b>UMBRELLA</b> PEAK UMBRELLA, HEXAGONAL, PERFORATED CANOPY, STEEL LOCATION: NERC QUOTE: 0000332515	List: \$3,088.80 Sell: \$3,088.80 Discount %: 0.00	\$6,177.60 \$6,177.60 0.00

Item	MFG	Qty.	Product	Price	
				Unit	Extended
9	LSF	10	<b>RECYCLE</b>	List:	\$2,568.80 \$25,688.00
			SELECT DOUBLE RECYCLING UNIT, MATTE BLACK	Sell:	\$2,568.80 \$25,688.00
	TS-4		LOCATION: MAIN CAMPUS - 6	Discount %:	0.00
			LOCATION: NERC - 4		
			QUOTE: 0000332515		

PA State Contract: 4400016564

**Total List: \$99,060.00**

P.O. TO: Landscape Forms

**Total Sell: \$99,060.00**

C/O TRANSAMERICAN

**Total Discount %: 0.00**

7800 E. Michigan Ave

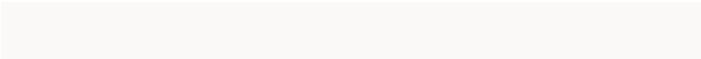
**Plus estimated install = \$26,746.20**

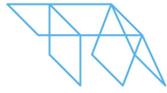
Kalamazoo, MI 49048-9543

**Estimated Total = \$125,806.20**

# **ATTACHMENT D**

## **Protective Clear Screens**





**CCP - Safe Return - Plexi Screens - Mergeworks**

Item	MFG	Qty.	Product	Price		
				Unit	Extended	
1	MER	30	<b>TTSG-2440-AA-SFSL2-CLR</b>	List:	\$465.00	\$13,950.00
			TERRACE SNEEZE GUARD PANEL, 24"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$241.80	\$7,254.00
			DVSCR-24W40H	Discount %:		48.00
2	MER	30	<b>TTSG-3040-AA-SFSL2-CLR</b>	List:	\$570.00	\$17,100.00
			TERRACE SNEEZE GUARD PANEL, 30"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$296.40	\$8,892.00
			DVSCR-30W40H	Discount %:		48.00
3	MER	122	<b>TTSG-3636-AA-SFSL2-CLR</b>	List:	\$570.00	\$69,540.00
			TERRACE SNEEZE GUARD PANEL, 36"W X 36"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$296.40	\$36,160.80
			DVSCR-36W36H	Discount %:		48.00
4	MER	30	<b>TTSG-3640-AA-SFSL2-CLR</b>	List:	\$710.00	\$21,300.00
			TERRACE SNEEZE GUARD PANEL, 36"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$369.20	\$11,076.00
			DVSCR-36W40H	Discount %:		48.00
5	MER	30	<b>TTSG-4240-AA-SFSL2-CLR</b>	List:	\$730.00	\$21,900.00
			TERRACE SNEEZE GUARD PANEL, 42"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$379.60	\$11,388.00
			DVSCR-42W40H	Discount %:		48.00
6	MER	30	<b>TTSG-6040-AA-SFSL2-CLR</b>	List:	\$1,200.00	\$36,000.00
			TERRACE SNEEZE GUARD PANEL, 60"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$624.00	\$18,720.00
			DVSCR-60W40H	Discount %:		48.00



**CCP - Safe Return - Plexi Screens - SpecailT**

Item	MFG	Qty.	Product	Price		
				Unit	Extended	
1	SPT	15	<b>ST-RLFRM-3475</b>	List:	\$647.00	\$9,705.00
			FLOOR STANDING SAFE-T MOBILE DIVIDER, 34"W X 75"H	Sell:	\$323.50	\$4,852.50
			DVSCR- MOBILE-34W75H	Discount %:		50.00
2	SPT	60	<b>ST-RLFRM-4375</b>	List:	\$770.00	\$46,200.00
			FLOOR STANDING SAFE-T MOBILE DIVIDER, 43"W X 75"H	Sell:	\$385.00	\$23,100.00
			DVSCR- MOBILE-43W75H	Discount %:		50.00

TIPS: 200301  
P.O. TO: SPECIAL T  
C/O TRANSAMERICAN  
11820 WILLS ROAD  
ALPHARETTA, GA 30009

**Total List: \$55,905.00**  
**Total Sell: \$27,952.50**  
**Total Discount %: 50.00**

## CCP - Safe Return - Labor - Riff

Item	MFG	Qty.	Product	Price	
				Unit	Extended
1	RIF	1	QUOTE# 33141-1 LABOR TO BUILD SCREEN MOCK-UP	Sell: \$520.00	\$520.00
2	RIF	1	QUOTE# 33141-2 RECEIVE, DELIVER AND INSTALL ACRYLIC SCREENS AT VARIOUS LOCATIONS AROUND CCP CAMPUS DURING REGULAR WEEKDAY DAYTIME HOURS	Sell: \$32,542.35	\$32,542.35

**Total: \$33,062.35**

~ PROPOSAL DOES NOT INCLUDE SALES TAX ~  
~ PROPOSAL VALID FOR (30) DAYS ~

APPROVAL: \_\_\_\_\_  
SIGNATURE DATE

Item	MFG	Qty.	Product	Price	
				Unit	Extended

TIPS: 200301	<b>Total List:</b>	<b>\$179,790.00</b>
P.O. TO: MERGEWORKS	<b>Total Sell:</b>	<b>\$93,490.80</b>
C/O TRANSAMERICAN	<b>Total Discount %:</b>	48.00
4985 Eisenhower Road		
San Antonio, TX 78218		

# **ATTACHMENT E**

## **Budget Summary - Funding Sources and Application of Funds for the Fiscal Year July 1, 2021 - June 30, 2022**

**TABLE I**

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS  
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

<b>FUNDING SOURCES</b>	Operating	Capital	Catto Scholarship Program	Total
Student Tuition	\$47,200,675			\$47,200,675
Student Technology Fee	9,154,954			9,154,954
Credit Course Fee	3,094,952			3,094,952
Distance Education Fee	1,625,535			1,625,535
Adult Literacy Program Fee	66,672			66,672
Senior Citizen Fee	12,593			12,593
Other Non-Instructional Fees	882,546			882,546
City of Philadelphia	33,367,206	5,942,001	\$8,818,868	48,128,075
Commonwealth of Pennsylvania	32,437,263	5,657,509		38,094,772
Interest Income	194,742			194,742
Indirect Cost Allowances	301,558			301,558
Vocational Education Support Funds	350,000			350,000
Miscellaneous Income	269,261			269,261
HEERF	<u>9,029,938</u>			<u>9,029,938</u>
<b>Total Current Operating Revenues</b>	137,987,895		8,818,868	158,406,273
Student General, and Other Fees	1,466,065	288,814		1,754,879
Grant Capital Revenues		<u>400,000</u>		<u>400,000</u>
<b>Total Educational and General Revenues</b>	139,453,960		8,818,868	148,272,828
Auxiliary Enterprises	1,132,635			1,132,635
<b>TOTAL SOURCES OF FUNDS</b>	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>
<b>APPLICATION OF FUNDS</b>				
Operating Budget Salary Expenses	\$75,593,744			\$75,593,744
Operating Budget Staff Benefits Expenses	35,466,058			35,466,058
All Other Operating Budget Expenses	26,381,268			26,381,268
PowerUp Your Business	800,000			800,000
Catto Scholarship Program Expenses			\$8,818,868	8,818,868
<b>Reduced Current Operating Expenses</b>	138,241,070		8,818,868	147,059,938
Student Activities & Commencement	<u>1,908,986</u>			<u>1,908,986</u>
<b>Total Educational and General Expenditures</b>	140,150,056		8,818,868	148,968,924
Auxiliary Enterprises	436,539			436,539
Capital Acquisitions		\$1,231,040		1,231,040
Debt Service		<u>11,057,284</u>		<u>11,057,284</u>
<b>TOTAL USES OF FUNDS</b>	140,586,595	12,288,324	8,818,868	161,693,787
Transfer to Student Activities Reserve	<u>0</u>			<u>0</u>
<b>TOTAL APPLICATION OF FUNDS</b>	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>

**MEETING OF THE EXECUTIVE COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Thursday, July 1, 2021 – 9:00 A.M.**

**Present for the Executive Committee:** Mr. Jeremiah J. White, (presiding); Mr. Harold Epps, Ms. Mindy Posoff, Ms. Sheila Ireland, and Ms. Rosalyn J. McPherson

**Present for the Administration:** Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Anela Kruse, Mr. Gim Lim, Dr. Shannon Rooney, and Mr. Derrick Sawyer

**AGENDA – PUBLIC SESSION**

**Resolution on the Relief of Student Debt, Owed to The College, Incurred Between Spring 2020 and Spring 2021 for Credit Students Who Were Enrolled Between March 13, 2020 and Spring 2021 (Action Item):**

Background

Dr. Generals and the College administration are recommending the relief of student debt, owed to the College, incurred between Spring 2020 and Spring 2021 for credit students who were enrolled between March 13, 2020 and Spring 2021. This student debt relief will only be for credit students at this time. The College will consider relief of non-credit student debt at a later time. The student debt relief will not include debt owed for student laptops & equipment and will not include debt which is contracted to be paid by third parties.

This student debt would be forgiven as part of the lost revenue that the College is drawing down from HEERF II institutional funds. From an accounting standpoint, it will not change the budget that was presented previously because it will be part of the lost revenue the College was planning to draw down from HEERF II.

The College is finalizing the exact amount, but estimates the debt relief will be approximately \$3,300,000 and benefit approximately 4,100 students.

The College administration believes that relieving this student debt will assist those hardest hit by the pandemic, allow them to register for classes, become re-engaged and ultimately assist in student success and equity.

For students who timely paid their bills and have incurred a hardship from paying their bills on time, additional student emergency financial aid grants will be available from HEERF II and III funds.

Discussion: Mr. White called the meeting to order at 9:00 A.M. Dr. Generals began discussion by describing the initiative to offset student balances using HEERF II funding. Mr. Eapen described the manner in which this financial maneuver would not affect the bottom line

budget. He stated that the offset to outstanding student balances is about \$2.7 million for 4,045 students. Mr. Eapen informed the Committee that he consulted with Ms. Angelica Rioz, the College's external auditor with Grant Thornton, and she concurred with offsetting student balances with HEERF dollars. Mr. Eapen also informed Trustee Rob Dubow of the College's intention to offset student balances with HEERF dollars and he answered all questions that Mr. Dubow had.

Dr. Rooney described the steps the marketing and enrollment teams would be taking after passage, including: issuing a press release to position the College as caring for students who have been most adversely impacted by the pandemic; creating internal talking points and messaging to respond to any student concerns; an outreach plan to eligible students to notify them and encourage them to register; and a plan to measure outcomes for this population.

Action: Mr. White called for a motion. Mr. Epps moved and Ms. Ireland seconded the motion that the Executive Committee of the Board of Trustees authorizes the relief of student debt owed to the College for tuition, fees, and other expenses permitted to be relieved under HEERF grants (excluding fees assessed for damaged or lost laptops & equipment) for students enrolled in credit courses between March 13, 2020 and Spring 2021 for debt incurred between Spring 2020 and Spring 2021. This debt relief does not apply to student debt that is contracted to be paid by third parties. The motion passed unanimously. Please refer to Attachment A which contains the Resolution.

Following the motion, Dr. Generals requested that Dr. Rooney update the Trustees about the potential for Mr. Chris Brennan's Friday column to mention the College. Dr. Rooney described a recent interview between Dr. Generals and Mr. Brennan related to the College's TV advertising campaign.

Mr. White adjourned the meeting at 9:48 A.M.

## **ATTACHMENT A**

### **Resolution on the Relief of Student Debt, Owed to The College, Incurred Between Spring 2020 and Spring 2021 for Credit Students Who Were Enrolled Between March 13, 2020 and Spring 2021**

**WHEREAS**, the College has received \$31,849,546 under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), HEERF II funds, \$23,798,330 of which are designated as institutional funds;

**WHEREAS**, the College may discharge student debt incurred as a result of the COVID-19 Pandemic for students enrolled between March 13, 2020 and the present as lost revenue and reimburse itself through HEERF grants;

**NOW THEREFORE**, on this 1<sup>st</sup> day of July, 2021, the Executive Committee of the Board of Trustees for the Community College of Philadelphia, hereby authorizes the relief of student debt owed to the College for tuition, fees, and other expenses permitted to be relieved under HEERF grants (excluding fees assessed for damaged or lost laptops & equipment) for students enrolled in credit courses between March 13, 2020 and Spring 2021 for debt incurred between Spring 2020 and Spring 2021. This debt relief does not apply to student debt that is contracted to be paid by third parties.

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND  
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, July 7, 2021 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Mr. Steve Herzog (presiding); Mr. Rob Dubow, Mr. Harold Epps, Mr. Michael Soileau, and Mr. Jeremiah J. White

**Present for the Executive Committee:** Mr. Jeremiah J. White, (presiding); Mr. Harold Epps, Ms. Chekemma Fulmore-Townsend, and Ms. Mindy Posoff

**Present for the Administration:** Dr. Donald Guy General, Mr. Jacob Eapen, Ms. Marsia Henley, Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. Tim Trzaska, Mr. John Wiggins, and Victoria Zellers, Esq.

**Guests:** Dr. Judith Gay, Vice President Emerita, and Ms. Sabrina Maynard, City of Philadelphia

**AGENDA**  
**PUBLIC SESSION – BUSINESS AFFAIRS COMMITTEE**

Mr. Herzog called the meeting to order at 9:00 A.M.

**(1) Contract with Pennoni Associates, Inc. (Action Item):**

Mr. Eapen stated that the College is proposing to contract with Pennoni Associates, Inc. to conduct HVAC and COVID-19 professional consulting services, duct cleaning services and supervision of HVAC duct cleaning to reduce the risk of transmission of COVID-19. He stated that Pennoni was recommended by Delaware County Community College and Montgomery County Community College who have been using the services of Pennoni for a long time. Mr. Eapen pointed out that the major tasks that will be performed by Pennoni are duct cleaning services and oversight of duct cleaning.

Mr. Eapen reported that the National Air Duct Cleaners Association (NADCA) and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) are leading institutions which publish standards and guidelines related to indoor air quality and the built environment. He stated that ASHRAE has provided recommendations for reducing airborne infectious aerosol exposure that have been accepted by the CDC and WHO as industry standards in the pandemic response. ASHRAE recommends maintaining and operating the HVAC system as designed and commissioning the HVAC system to ensure proper function.

Mr. Eapen stated that two factors impacted duct cleaning: (1) the College has not done duct cleaning services on campus for quite a while; and (2) PT Mechanical was approved by the Board to change 35 air coils located in the Mint Building, Bonnell Building, and West Building and the improved HVAC system will necessitate duct cleaning. He stated that PT Mechanical workers are currently doing the changes and the project should be completed by the first week in August.

Mr. Eapen stated that College staff requested that Pennoni take the lead in conducting the RFP to subcontract and oversee the duct cleaning portion of the contract. Pennoni Associates, Inc., on behalf of the College, issued a bid for duct cleaning services. Mr. Eapen reported that Pennoni received 17 bids from contractors who were certified by the National Air Duct Cleaners Association and within a 50-mile radius of the College. He stated that out of the 17 contractors, 9 contractors responded and did a mandatory walkthrough of the College's Main Campus as it related to duct cleaning. Mr. Eapen reported that out of the 9 contractors, two bids were received: a bid from Environmental Control Services, Inc. in the amount of \$4,633,231; and a bid from Aella Industries, Inc. in the amount of \$1,775,000 (base bid \$1,525,000 plus \$250,000 for add alternatives). Pennoni has a mark-up of 10% on the bid for overhead and insurance which brings the total to \$1,952,500 for the lowest bid received from Aella Industries, Inc. for duct cleaning services. Mr. Eapen stated that College staff met with Pennoni, and based on Aella's bid, it was recommended to use Aella's services as a subcontractor through Pennoni.

Please refer to Attachment A for the Pennoni Associates, Inc. Proposal.

The scope of services and contract amounts shall include:

- Task 1 – Duct Cleaning Technical Specification Design and Bidding Services –  
Estimated \$25,000
- Task 2 – Duct Cleaning Services -Estimated \$1,952,500
- Task 3 – Oversight of Duct Cleaning – Estimated \$230,000
- Task 4 – HVAC Construction Inspections Estimated - \$125,000
- Task 5 – Air Flow Measurements – Estimated - \$30,000
- Task 6 – COVID Response Cleaning - \$24,000
- Task 7 – Ongoing COVID Consulting - \$60,000

Mr. Eapen then spoke to the expense of the project. He explained that the College has roughly one million linear feet of ductwork in the Main Campus at a cost of \$1.75 per linear ft. Mr. Eapen stated that the HEERF II and HEERF III, the American Rescue Plan, allow the College to use the institutional HEERF funds for HVAC improvements that may reduce the risk of transmission of COVID-19. He stated that based on ARP's regulations, the College is allowed to do substantial HVAC work and this was confirmed with the College's external auditors, Grant Thornton, as well as the Pennsylvania Commission for Community Colleges Business Officers. Mr. Eapen stated that the timing is good and the work should be completed by August 15<sup>th</sup> to make the Main Campus (Mint, Bonnell, West & CBI) ready for return to campus; and the remaining buildings, the Winnet Student Life and the Athletics Center, will be completed by August 31<sup>st</sup>. He stated that the Regional Centers are not included in this project; and that the Regional Centers will be dealt with after the Main Campus work is accomplished. Mr. Eapen pointed out the most of the employees and classes are located on the Main Campus.

Mr. Eapen spoke to the College conducting an air flow measurement of all the classrooms at the Main Campus. It was discovered that certain classrooms were not reaching the standards. In order to meet the standards, the College contracted with three firms: DeWitt Mechanical which is a minority, Philadelphia-based company; Paradigm which is a WBE firm, and Luthe. Mr. Wiggins stated that in the areas of low air flow, it was discovered that employees were tempering with the system which caused the air balance to be off. He stated that DeWitt, Paradigm and Luthe are checking all systems to ensure that they are being serviced correctly, and that the flexible ductwork is connected correctly. Mr. Eapen stated that

once the 3 firms have completed their work, Pennoni will inspect the work to make certain it aligns to their work schedule. In addition, he reported that Pennoni will be working with a minority firm for COVID response cleaning. This firm will be conducting COVID response cleaning in the event there is a COVID situation during the Fall semester.

Ms. Henley reported on the demographics. She stated that Pennoni's is headquartered at 1900 Market Street in Philadelphia. Pennoni recently hired a DEI Program Manager, as well as established a DEI Board Committee. Ms. Henley reported that Pennoni has 208 employees, of which 16.5% are diverse minority employees. She stated that Aella is located in Delaware County, Aston, Pennsylvania. Aella has 20 employees, of which 20% are minorities and 33% are African-American owned. Mr. Eapen pointed out that the minority partner with Aella will be the Project Lead for this project.

Mr. White asked what is the difference between diverse employee-based and minority-based. Ms. Henley stated that the demographics contained only the breakdown of ethnic categories (African-American, Asian/Pacific Islander, Hispanic, Native Hawaiian/Pacific Islander, Multi-Racial, White, Other/Unknown) and not the breakdown of gender categories. However, the gender categories can be provided.

Mr. Dubow asked the difference between the two bids (Environmental Control Services, Inc. in the amount of \$4,633,231 and Aella Industries, Inc. in the amount of \$1,775,000). Mr. Eapen responded that both firms are based on union labor. The \$4.6m bid was higher because Environmental Control Services' labor cost was much higher. Mr. Eapen stated that Aella was proposing two shifts with 50-60 employees on campus. He stated that Aella is a smaller firm but would get the results to complete the work on a timely basis. Mr. Dubow asked how will the work be monitored. Mr. Eapen stated that part of the contract with Pennoni is to ensure that on-site monitors will oversee the work is being done on time. He stated that Ms. Zellers and outside counsel will be creating an AIA document with clear guidelines.

Mr. White asked Mr. Wiggins what did he foresee as challenges. Mr. Wiggins pointed out that time is a constraint with employees on campus at the same time and classes being held during the Summer II semester. Mr. White asked Mr. Eapen if he had any sense of what "cushion" would be needed since time is a constraint. Mr. Eapen stated that the Mint, Bonnell, West and CBI will be focused on since classes are mainly held at these buildings; and lastly the Winnet Student Life and Athletics Center will be handled with the project being completed by August 31<sup>st</sup>.

Mr. Soileau asked if the HVAC delivery will be continued as the ductwork is being cleaned. Mr. Eapen stated that Pennoni is coordinating the work with PT Mechanical. Mr. Soileau asked Ms. Zellers if the Union was notified about the work that will be occurring on campus. Ms. Zellers stated that the Union received the PT Mechanical contract, as well as the ventilation reports; and that Mr. Eapen and she are having meetings with Federation leaders regarding the ongoing projects to get the campus ready for the Fall.

Mr. Soileau asked Dr. Rooney to be prepared with a college-wide announcement. Dr. Rooney stated that her staff will be prepared with talking points. Mr. Wiggins added that air quality samples will be taken at the Main Campus. Dr. General stated that the key is communications, and that an announcement should be formulated to address employees at all locations, including the Regional Centers.

Mr. Eapen stated that once the work at the Main Campus is near completion, a change order will be needed for the Regional Centers. Mr. Dubow asked how much has the College committed towards the HEERF dollars of \$28.6m. Mr. Eapen stated that out of the \$28.6m, the College committed \$22.3m, leaving \$6.3m remaining minus \$2.5m (for this project) and ongoing projects with a balance of roughly \$3m left in terms of budget numbers.

Action: Mr. Herzog called for a motion. Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommends that the Executive Committee of the Board of Trustees approve the contract with Pennoni Associates, Inc. for an amount not to exceed \$2,446,500. HEERF II dollars will be utilized for the project services. The motion passed unanimously.

Mr. Herzog called for a motion to close the Business Affairs Committee meeting. Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee meeting close. The motion passed unanimously.

**AGENDA**  
**PUBLIC SESSION – EXECUTIVE COMMITTEE**

Mr. White called the Executive Committee meeting to order. All of the members of the Executive Committee were present for the Business Affairs Committee meeting and heard the discussion of the approval of the Pennoni Associates, Inc. contract.

Mr. White asked for a motion to approve the contract with Pennoni Associates, Inc.

Action: Mr. Epps moved and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approve the contract with Pennoni Associates, Inc. for an amount not to exceed \$2,446,500. HEERF II dollars will be utilized for the project services. The motion passed unanimously.

**(2) Next Meeting Date:**

The next regularly scheduled meeting of the Business Affairs Committee will be held on Wednesday, August 18<sup>th</sup> at 11:00 A.M. following the Executive Committee meeting of the Board of Trustees.

The meeting adjourned at 9:30 A.M.

**ATTACHMENT A**  
**Pennonni Associates, Inc. Proposal**

July 6, 2021

**CCPHX21001**

Mr. Jacob Eapen  
Vice President for Business and Finance  
Community College of Philadelphia  
1700 Spring Garden Street, Room M2-6  
Philadelphia, PA 19130

**RE: COVID-19 AND HVAC CONSULTING SERVICES  
COMMUNITY COLLEGE OF PHILADELPHIA  
MAIN CAMPUS – 1700 SPRING GARDEN STREET  
PHILADELPHIA, PENNSYLVANIA 19130**

Dear Mr. Eapen:

Pennoni Associates, Inc. (Pennoni) has prepared this proposal for The Community College of Philadelphia (“Client”) to conduct HVAC and COVID-19 consulting services for the above referenced properties, hereinafter referred to as “subject property” or “site”. This proposal is based on our recent discussions/correspondences with your team and our ongoing work at the College.

Based on Pennoni’s current understanding of the project, Pennoni proposes the following Scope of Services:

**SCOPE OF SERVICES**

**TASK 1 – DUCT CLEANING TECHNICAL SPECIFICATION DESIGN AND BIDDING SERVICES**

**TASK 2 – DUCT CLEANING**

**TASK 3 – OVERSIGHT OF DUCT CLEANING**

**TASK 4 – HVAC CONSTRUCTION INSPECTIONS**

**TASK 5 – AIR FLOW MEASUREMENTS**

**TASK 6 – COVID REPOSE CLEANING**

**TASK 7 – ONGOING COVID CONSULTING**

**TASK 1 – DUCT CLEANING TECHNICAL SPECIFICATION DESIGN AND BIDDING SERVICES**

Pennoni will prepare a detailed written specification for duct cleaning in accordance with the NADCA 2021 ACR. Plans will be prepared that indicate the buildings scoped for cleaning, available duct work drawings, and show any special concerns and conditions that need to be addressed. Pennoni will use this specification as the basis for drafting bid documents. Pennoni will solicit a bid from NADCA certified contractors, evaluate contractor qualifications, evaluate contractor bids, and subcontract the duct cleaning services.

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

- Task 1a – Prepare HVAC duct cleaning specifications*
- Task 1b – Prepare request for proposal package*
- Task 1c – Solicit bids from NADCA Certified contractors*
- Task 1d – Evaluate contractor bids and perform contractor selection*

## **TASK 2 – DUCT CLEANING SERVICES**

Pennoni is proposing to provide turnkey duct cleaning services for the main campus buildings listed below as part of reopening plans for the fall 2021 semester. The services outlined in this proposal are in coordination with using Aella Industries as our subcontractor.

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

- Task 2a – Clean Mint Building Ductwork*
- Task 2b – Clean Bonnell Building Ductwork*
- Task 2c – Clean West Building Ductwork*
- Task 2d – Clean Center for Business & Industry Building Ductwork*
- Task 2e – Clean Pavilion Building Ductwork*
- Task 2f – Clean Winnet Student Life Center and Athletic Center Ductwork*

### *Task 2a – Clean Mint Building Ductwork*

A NADCA certified duct cleaning contractor will clean the Mint Building ductwork in accordance with the duct cleaning specification and bid documents for this project.

### *Task 2b – Clean Bonnell Building Ductwork*

A NADCA certified duct cleaning contractor will clean the Bonnell Building ductwork in accordance with the duct cleaning specification and bid documents for this project.

### *Task 2c – Clean West Building Ductwork*

A NADCA certified duct cleaning contractor will clean the West Building ductwork in accordance with the duct cleaning specification and bid documents for this project.

### *Task 2d – Clean Center for Business & Industry Building Ductwork*

A NADCA certified duct cleaning contractor will clean the Center for Business & Industry Building ductwork in accordance with the duct cleaning specification and bid documents for this project.

### *Task 2e – Clean Pavilion Building Ductwork*

A NADCA certified duct cleaning contractor will clean the Pavilion Building ductwork in accordance with the duct cleaning specification and bid documents for this project.

### *Task 2f – Clean Winnet Student Life Center and Athletic Center Ductwork*

A NADCA certified duct cleaning contractor will clean the Winnet Student Life Center and Athletic Center ductwork in accordance with the duct cleaning specification and bid documents for this project.

## **TASK 3 – OVERSIGHT OF DUCT CLEANING**

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

*Task 3a – Background Air Monitoring*

*Task 3b – Background Air Monitoring Report*

*Task 3c – Daily Project Oversight and Air Monitoring*

*Task 3d – Project Oversight and Air Monitoring Report*

*Task 3a – Background Air Monitoring*

One of Pennoni's industrial hygienists will conduct pre-renovation air monitoring for respirable dust concentrations in each work area before duct cleaning preparation work is started. Air monitoring will be performed using a direct reading instrument such as a MIE Personal DataRAM #1000, or equivalent device. Pre-renovation monitoring results will be used as a baseline during duct cleaning activities.

*Task 3b – Background Air Monitoring Report*

Upon completion of the above scope of service, Pennoni will prepare a report documenting the results of our pre-renovation air monitoring. The background air monitoring report will include a summary of our findings as well as recommendations we may have relative to our findings and the planned renovation. The location of each reading taken will be documented in the report.

*Task 3c – Daily Project Oversight and Air Monitoring*

Pennoni will provide oversight of a National Air Duct Cleaners Association (NADCA) certified contractor to complete the proper cleaning of ductwork in the above referenced buildings. During the duct cleaning activities, Pennoni will provide a project manager and a team of industrial hygienist to conduct air monitoring in areas adjacent to the work area and within the work area. The purpose of air monitoring within the work areas is to detect respirable dust concentrations which may challenge the ability of the work area isolation procedures. Air monitoring adjacent to the work area will be performed to ensure work area isolation procedures are sufficient. A report of progress will be maintained, as well as a description of procedures employed by the contractor to address the duct contaminants. Pennoni will provide clearance visual inspections following duct cleaning work each work area in accordance with the specification documents for this project.

#### **TASK 4 – HVAC CONSTRUCTION INSPECTIONS**

Phase Understanding - It is our understanding that CCP has two ongoing HVAC related projects. One is the replacement of Air Coil units and related work as described in the 4/8/21 and 4/14/21 provided documents listed below. Secondly, repair and maintenance work as outlined in the provided 5/27/21 document. Work is being completed as part of ongoing HVAC improvements as a response to the recent Covid pandemic.

CCP has provided us with the following information.

- Final Mechanical Bid Sheets dated 4/8/2021
- Electrical Scope of Work dated 4/14/2021
- HVAC Report Work email dated 5/27/2021

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

*Task 4a – Review shop drawings and product submittals.*

*Task 4b – Provide one (1) set of conformed permit documents after all required permit review comments*

*have been received.*

*Task 4c – Attend weekly job site meetings/visits during the construction phase.*

*Task 4d – Perform and issue one (1) punch list – to be conducted at substantial completion upon notification from the architect.*

*Task 4e – Coordinate with College to develop Owner’s Project Requirements for HVAC system including operating sequences which commissioning agent will test.*

*Task 4f – Engage commissioning agent to commission modified HVAC equipment.*

## **TASK 5 – AIR FLOW MEASUREMENTS**

Our proposed services in under this task will be used to determine if the ventilation system is operating adequately and providing the proper amount of air changes per hour recommended by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

*Task 5a – Ventilation Testing*

*Task 5b – Technical Letter Report*

*Task 5a – Ventilation Testing*

A LoFlo Balometer will be used to check the amount of air (in cubic feet per minute) being discharged from the ceiling vents. The amount of air being discharged from the ceiling vents in conjunction with the air volume of the room (measured using a laser measure tape) will be used to calculate the amount of air changes per hour (ACH) in each location.

- ASHRAE recommends 2-3 ACH for offices. ACH is calculated by determining the total cubic feet per minute (CFM) out of each supply duct in a room and dividing by the total volume of the room. (ACH = CFM x 60 / (AREA x Height).

*Task 5b – Technical Letter Report*

The results of the qualitative and quantitative observations will be presented in a technical letter report. If corrective actions are warranted, Pennoni will write recommendations for further corrective actions.

## **TASK 6 – COVID REPOSE CLEANING**

Pennoni is proposing to provide a rapid response team for the purpose of cleaning and sanitizing areas impacted by persons known or suspected of having COVID-19 under this task.

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

*Task 6a – Cleaning and Sanitization for COVID-19*

*Task 6b – Post Cleaning and Sanitization ATP Testing*

*Task 6a – Cleaning and Sanitization for COVID-19*

Pennoni will utilize our subcontracting partner, the 360 Group of Companies (360GOC), to provide labor, materials, and equipment as required for the cleaning, sanitization & fogging with respect to COVID Rapid

Response. Labor will include two workers required to sterilize the affected areas. This service will consist of fogging affected areas. Sanitizing and Cleaning general areas, including high touch surfaces, and restroom areas as follows; Restroom doorknobs, and handles, toilet horizontal surfaces, toilet lever/flush, faucet, sink surfaces, dispenser buttons/levers, partition handles, locks and doors, light switches, handrails, elevator buttons, kitchen area, sitting area, chamber, standing area, back rooms, hallway area, cubicles, and stairways.

*Task 6b – Post Cleaning and Sanitization ATP Testing*

When requested, Pennoni will provide an industrial hygienist to oversee and document the activities in Task 6a. Additionally, our industrial hygienist will collect post treatment ATP swabs to document the completion and effectiveness of the cleaning and sanitization.

**TASK 7 – ONGOING COVID CONSULTING**

Pennoni is proposing to provide professional industrial hygiene consulting services relative to your campus buildings. Our proposed services include reviewing existing documentation, developing plans for reopening, conducting a physical examination of buildings, providing weekly inspections/testing, and participating in team meetings.

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

*Task 7a – Review Existing Documentation*

*Task 7b – Develop Plans for Reopening*

*Task 7c – Physical Inspection/Evaluation of Buildings*

*Task 7d – Participate in Team Meetings*

*Task 7e – Weekly Inspection/Testing*

*Task 7f – Asset Management Integration*

*Task 7g – Public Dashboard*

*Task 7a - Review Existing Documentation*

Our team of Certified Industrial Hygienists and Registered Environmental Health Professionals will review existing documentation already in place by CCP staff. Documents include health screening protocols, cleaning/disinfection protocols, COVID-19 Exposure Prevention, Preparedness, and Response Plan, Contract Tracing Plan, and current draft of Health Care Programs to Return to Campus. Our team will provide comments and input on the existing plans.

Pennoni will use Centers for Disease Control (CDC) and Leadership in Educational Facilities association (APPA) guidelines to review the College's current reopening plans and provide recommendations on emerging best practices.

*Task 7b – Develop Plans for Reopening*

Our team will work with CCP to identify needed plans and assist with the development of plans. These plans will only be developed as requested. Plans may include:

- Communication Approach to College Community
- Building Ingress/Egress
- Public Area Occupancy

- Food Service Areas
- Classroom Spacing/Occupancy
- Ventilation/Exhaust
- Cleaning/Disinfection
- Sports and Activities
- Nursing/Tech/Lab programs
- Environmental Review (Legionella, Mold, Water Quality)

Plans will be based on current recommendations by the Centers for Disease Control (CDC), the Occupational Health and Safety Administration (OSHA), and the Environmental Protection Agency (EPA) as well as the Commonwealth of Pennsylvania and the City of Philadelphia.

*Task 7c – Physical Inspection/Evaluation of Buildings*

When requested, members of our team will work with CCP staff to conduct walkthroughs of various spaces/buildings to determine compliance with prepared plans and/or guidelines. Our inspection will include an evaluation of physical barriers, social distancing, signage, and building ingress/egress.

*Task 7d – Participate in Team Meetings*

Pennoni will be able to participate in meetings, respond to calls, emails and meetings as needed to provide assistance in response to any concerns by the College. We will keep the team updated on current federal, state and local recommendations for cleaning response activities. Additionally, as needed we will assist with interaction and reporting with the state or Philadelphia health departments.

*Task 7e – Weekly Inspection/Testing*

Testing the efficacy of a cleaning program is known as Post Cleaning Verification (PCV). The frequency of testing is ultimately based on the client's risk tolerance. Currently there are no requirements by state or federal agencies to perform post cleaning verification. Since the current pandemic is constantly changing, it is our opinion that verification is necessary to confirm effectiveness and to protect building owners and managers. Additionally, it must be recognized that this type of cleaning may continue for many months into the future. It is likely that a weekly testing protocol is the most prudent and cost-effective testing frequency. The deliverable of testing would be a simple letter report describing the areas tested and if they were in the pass, caution, or failing ranges.

**FEES**

Pennoni will complete the scope of services in this proposal on a Time and Material basis in accordance with our 2021 Rate Schedule. We recommend an initial budgetary allowance of **\$2,446,500** based on the following tasked breakdown.

**Task 1 – Duct Cleaning Technical Specification Design and Bidding Services**

Pennoni will complete the scope of services in Task 1 on a Time and Materials basis in accordance with our 2021 Rate Schedule (attached). We recommend an initial budgetary allowance of **\$25,000**. Our overall fee will be dependent on our requested involvement.

**Task 2 – Duct Cleaning Services**

Pennoni will complete the scope of services outlined in Task 2 for the lump sum fee of **\$1,952,500** based on the following breakdown:

Task 2a – Clean Mint Building Ductwork	<b>\$341,000</b>
Task 2b – Clean Bonnell Building Ductwork	<b>\$302,500</b>
Task 2c – Clean West Building Ductwork	<b>\$291,500</b>
Task 2d – Clean Center for Business & Industry Building Ductwork	<b>\$291,500</b>
Task 2e – Clean Pavilion Building Ductwork	<b>\$159,500</b>
Task 2f – Clean Winnet Student Life Center and Athletic Center Ductwork	<b>\$291,500</b>

For Unit Rates covering unforeseen conditions that may be encountered during duct cleaning activities we recommend a budgetary allowance of **\$275,000**.

### **Task 3 – Duct Cleaning Oversight**

Pennoni will complete the scope of services in Task 3 on a Time and Material basis in accordance with our 2021 Rate Schedule (attached). We recommend an initial budgetary allowance of **\$230,000**. Our overall fee will be dependent on subcontractor project schedule and execution.

### **Task 4 – HVAC Construction Inspections**

Pennoni will complete the scope of services in Task 4 on a Time and Materials basis in accordance with our 2021 Rate Schedule (attached). We recommend an initial budgetary allowance of **\$125,000**. Our overall fee will be dependent on our requested involvement.

### **Task 5 – Air Flow Measurements**

Pennoni will complete the scope of services in Task 5 on a Time and Materials basis in accordance with our 2021 Rate Schedule (attached). We recommend an initial budgetary allowance of **\$30,000**. Our overall fee will be dependent on our requested involvement.

### **Task 6 – COVID Response Cleaning**

Pennoni will complete the scope of services outlined in Task 6 on a time and materials basis in accordance with the following breakdown. We recommend an initial budgetary allowance of **\$24,000** for this task. Our overall fee will be dependent on requested response events.

Task 6a – Cleaning and Sanitization for COVID-19	<b>\$1,600 per occurrence</b>
Task 6b – Post Cleaning and Sanitization ATP Testing	<b>\$800 per occurrence</b>

### **Task 7 – Ongoing COVID Consulting**

We will track and invoice our time for Task 7 on a Time and Materials basis in accordance with the rate schedule attached. We recommend an initial budgetary allowance of **\$60,000**. Our overall fee will be dependent on our requested involvement.

Weekly testing in Task 7e will be completed when requested and will only be completed with your approval. Testing will be completed at a rate of **\$1,500/inspection**.

### **ASSUMPTIONS/CLARIFICATIONS**

- Access to all areas within the buildings will be available on the requested time and date of site visits.
- Pennoni assumes accessed areas are free from toxic and hazardous atmospheres from asbestos and

mold. Pennoni also assumes the ability to safely access areas without exposure to human pathogens.

- Our lump sum fee for Task 2 includes a 10% markup of the selected contractor fees.
- Task 4 assumes safe access to confined spaces will be provided by the Client.
- Tasks 4a through 4d assumes Pennoni shall not, during site visits or as a result of observations of the Contractor’s work in progress, supervise, direct or have control over the Contractor’s work, nor shall Pennoni have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, for safety precautions and programs incident to the work of the Contractor or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing their work.
- Task 4 assumes vents will be made readily accessible by Client before testing.
- Task 4 assumes all systems requiring testing are assumed to be operational on the date of testing. If systems are not operational on the date scheduled, additional fees will apply for any additional visits required or requested.
- The fee for Task 5 is based on the 360GOC team will complete the sterilization and fogging services within a four-hour time frame (or less). Hours required beyond four hours will be invoiced at \$400/hour. This rate includes two technicians, materials, and equipment.
- Our fees for Task 5 are based on normal working hour response times (7am-3:30pm). For responses outside of normal working hours a premium will be applied as follows:
  - Response between 3:30pm-10:00pm – 15% premium
  - Response between 10:00pm-7:00am – 50% premium
- Please note that actual duct cleaning oversight may vary depending on contractor schedule, duct quantities, actual time, and equipment expenses for the project.

**SCHEDULE**

Pennoni is prepared to begin this project upon written authorization. If a Notice to Proceed is provided by July 12, 2021 we anticipate a project start date of July 13, 2021. We anticipate completion of the scope of services outlined in Task 2 by August 31, 2021 according to the following breakdown:

<b><u>Building</u></b>	<b><u>Completion Date</u></b>
Bonnell	August 15, 2021
Mint	August 15, 2021
West	August 15, 2021
Center for Business & Industry	August 15, 2021
Winnet Student Life Center	August 31, 2021
Athletic Center	August 31, 2021
Pavilion	August 31, 2021

The selected duct cleaning contractor plans to work two shifts per day (day shift and night shift) Monday through Saturday.

## BILLING AND PAYMENT

With the exception of services provided in Task 2, invoices will be submitted monthly and will be based upon the work completed during the billing period. Invoices for Task 2 will be submitted at the completion of services in each of the scoped buildings and will be based upon the work completed in that building. A 10% upfront payment is required for the services in Task 2. Payment is due upon receipt of invoice. The Client acknowledges that the method of billing and payment has been discussed in detail, that the terms agreed upon can only be changed by a written addendum agreed to by both parties, and that work may be stopped until payment is made in accordance with the agreement.

## TERMS AND CONDITIONS

Pennoni's General Terms and Conditions (Form LE01 Revised 12/2015) are attached hereto and are considered a part of this proposal. The Client indicates by the execution of this proposal that he or she has reviewed and understands the General Terms and Conditions. Services in Task 2 are dependent on the selected contractor agreeing to Pennoni's subcontractor agreement.

Thank you for the opportunity to provide these professional services. This proposal is valid for a period of 30 days. If you have any questions, or if you would like to discuss any of the above, please do not hesitate to contact us.

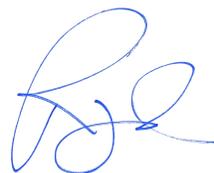
We look forward to working with you on this project. If you have any questions regarding this submission or require additional information, please feel free to call us.

Sincerely,

### PENNONI ASSOCIATES INC.



Nicolás Vázquez, CIH, CHMM  
Senior Industrial Hygienist



Alan Lloyd, CIH, CSP, ENV SP  
Vice President, EHS Practice Leader

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# Billing Rates

## 2021 SCHEDULE OF FEES

Pennoni provides engineering consulting services to its clients in accordance with the terms and conditions of our contract. Pennoni's compensation will be based on the following schedule of fees and charges unless our contract specifies otherwise.

LABOR CATEGORY	RATES: \$/HOUR
Senior Principal Professional .....	\$285
Principal Professional.....	\$230
Senior Professional .....	\$196
Project Professional .....	\$182
Staff Professional .....	\$174
Associate Professional .....	\$165
Graduate Professional .....	\$142
Technician III .....	\$128
Technician II .....	\$118
Technician I .....	\$108
Survey Crew .....	\$250
Senior Field Technician .....	\$132
Field Technician .....	\$108
Laboratory Technician .....	\$ 95
Building Code Official.....	\$ 114
Project Assistant .....	\$ 82

- Add 15% to above Survey Crew rates when OSHA 40-hour training required
- Technical Support/Expert Testimony Fee provided upon request
- 3 Person Survey Crew rates for roadwork provided upon request

“Professional” includes all disciplines (Engineer, Landscape Architect, Surveyor, Geologist, etc.)

### EXPENSES:

Pennoni does not bill for routine office management or accounting services; however, direct expense charges described below are subject to an additional administrative and handling fee as indicated:

- Subconsultant/Subcontractor services: cost plus 10%
- Project Related Travel and Living Expenses: cost plus 10%
- Field Equipment, Expendable Materials/Supplies and Outside Reproduction): cost plus 10%
- Passenger Vehicles: per IRS standard rate
- Field Vehicles: \$100.00/day
- Record Retrieval: \$500.00/request plus reprographic charge
- Communication Fee: 2% of billable labor. Includes cost for non-deliverable in-house photocopies, non-express postage and telephone/fax/computer.





## PENNONI ASSOCIATES INC. GENERAL TERMS & CONDITIONS

1. Unless withdrawn sooner, proposals are valid for thirty (30) days.
2. The technical and pricing information in proposals is the confidential and proprietary property of Pennoni Associates Inc. ("Pennoni") or any Pennoni subsidiary or affiliate. Client agrees not to use or to disclose to third parties any technical or pricing information without Pennoni's written consent.
3. The agreement created by the Client's acceptance of a proposal and these Terms & Conditions is hereinafter referred to as the "Agreement." If a proposal is submitted to Client and Client fails to return a signed copy of the proposal but knowingly allows Pennoni to proceed with the services, then Client shall be deemed to have accepted the terms of the proposal and these General Terms & Conditions. If there is a conflict or inconsistency between any express term or condition in the proposal and these General Terms & Conditions, then the proposal shall take precedence. The proposal and these General Terms & Conditions constitute the entire Agreement, and supersede any previous agreement or understanding.
4. Payment is due upon receipt of invoices as submitted. If Client chooses to make any payment via major credit card, Client agrees to pay a 3% surcharge or 1.03 times the total amount invoiced. Client agrees to pay interest at the rate of 1½ percent per month on invoices that are more than 30 days past due. If an invoice is 30 or more days past due, then Pennoni may suspend services and refuse to release work on this Agreement or any other agreement between Client and Pennoni until Client has paid all amounts due. Unless Pennoni receives written notice of Client's dispute of an invoice within 30 days of the invoice date, the invoice will be presumed correct. If payment is not made in accordance with the Agreement, then Client agrees to pay reasonable costs and attorney's fees incurred by Pennoni to collect payment.
5. All drawings, sketches, specifications and other documents ("Documents") in any form, including electronic, prepared by Pennoni are instruments of Pennoni's services, and as such are and shall remain Pennoni's property. Upon payment in accordance with the Agreement, Client shall have the right to use and reproduce the Documents solely for the purposes of constructing, remediating, using or maintaining the project contemplated by the Agreement ("Project"). The Documents are prepared for use on this Project only, and are not appropriate for use on other projects, any additions or alterations of the Project, or completion of the Project by others. Client shall not use the Documents in violation of this paragraph without Pennoni's express written consent; and such use is at the Client's sole risk. Client agrees to indemnify, defend and hold harmless Pennoni from any claims, damages, losses, liabilities and expenses arising from such prohibited use.
6. The proposed fees and schedule constitute Pennoni's best estimate of the charges and time required to complete the Project. As the Project progresses, facts uncovered may dictate revisions in scope, schedule or fee. The hourly rate schedule for services provided on a time and material basis will be subject to increases annually.
7. Fee and schedule commitments will be subject to change for delays caused by Client's failure to provide specified facilities or information, or for delays caused by third parties, unpredictable occurrences or force majeure.
8. Where the method of payment is based on time and materials, Client agrees that the following will apply: The minimum time segment for charging work is one-quarter hour, except the minimum time segment for charging of field survey work is four (4) hours. Client reimbursable expenses include travel and living expenses of personnel when away from the home office on business connected with the Project; subcontractor and subconsultant costs; identifiable communications, mailing and reproduction costs; identifiable drafting and stenographic supplies; and expendable materials and supplies purchased specifically for the Project. A ten (10) percent administrative and handling charge will be added to client reimbursable expenses.
9. Client's termination of this Agreement will not be effective unless Client gives Pennoni seven (7) days prior written notice with accompanying reasons and details, and affords Pennoni an opportunity to respond. Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on services performed to the effective date of cancellation, plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation. Where the method of payment is time and materials, Client agrees that the final invoice will include all services and direct expenses up to the effective date of cancellation plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation.
10. Pennoni will maintain at its own expense Workman's Compensation insurance, Commercial General Liability insurance, and Professional Liability insurance.
11. Neither the Client nor Pennoni shall assign this Agreement without the written consent of the other.

12. Pennoni does not represent or warrant that any permit or approval will be issued by any governmental or regulatory body. Pennoni will endeavor to prepare applications for such permit or approval in conformance with applicable requirements; but, in view of the complexity of and the frequent changes in applicable rules and regulations and interpretations by the authorities, Pennoni cannot guarantee that any such application will be considered complete or will conform to all applicable requirements.
13. Pennoni will perform its work in accordance with generally accepted professional standards. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED. This Agreement is solely for the benefit of the Client and its successors. There is no third-party beneficiary of this Agreement.
14. CLIENT AND PENNONI HAVE CONSIDERED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, AS WELL AS PENNONI'S TOTAL FEE FOR SERVICES. CLIENT AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, PENNONI'S TOTAL AGGREGATE LIABILITY (INCLUDING THE LIABILITY OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUBCONTRACTORS AND CONSULTANTS) TO THE CLIENT (AND ANYONE CLAIMING BY, THROUGH OR UNDER THE CLIENT) FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES OR DAMAGES ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES IS LIMITED TO THE TOTAL FEE RECEIVED BY PENNONI UNDER THIS AGREEMENT OR \$50,000, WHICHEVER IS GREATER. SUCH CAUSES INCLUDE, BUT ARE NOT LIMITED TO, PENNONI'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, OR BREACH OF CONTRACT OR WARRANTY.

IN THE EVENT THE CLIENT IS UNABLE TO ACCEPT THE ABOVE LIMITATION OF LIABILITY, PENNONI AGREES TO INCREASE THE LIMITATION TO \$1,000,000 UPON ITS RECEIPT, PRIOR TO PERFORMING ANY SERVICES, OF CLIENT'S WRITTEN AGREEMENT TO PAY AN ADDITIONAL SUM OF NOT LESS THAN 10% OF THE TOTAL FEE UNDER THIS AGREEMENT OR \$1,000, WHICHEVER IS GREATER.

15. Client shall make no claim against Pennoni unless the Client first provides a written certification, executed by an independent design professional, specifying those acts or omissions which the independent design professional contends is a violation of generally accepted professional standards and upon which the claim will be premised. The independent design professional must be licensed to practice in the state where the Project is located and in the discipline related to the claim. Client agrees that the independent design professional's certification is a condition precedent to the Client's right to institute any judicial proceeding.
16. If required under the scope of services, Pennoni shall visit the Project site to become generally familiar with the progress and quality of the work for which Pennoni prepared contract documents, and Pennoni shall not make exhaustive or continuous onsite inspections. Pennoni's services do not include supervision or direction of the contractor's work. Observation by Pennoni field representatives shall not excuse the contractor for defects or omissions in its work. Pennoni shall not control construction means, methods, techniques, sequences, or procedures, and the contractor is solely responsible for all work on the Project, including safety of all persons and property.
17. If Client does not retain Pennoni to render construction phase services, then Client waives any claim it may have against Pennoni and agrees to indemnify, defend, and hold harmless Pennoni from any loss or liability, including attorneys fees and other defense costs, arising out of or related to the interpretation of Pennoni's plans and specifications, the review of shop drawings, the evaluation of contractor's request for change orders, or the failure to detect and correct obvious errors or omissions in Pennoni's plans and specifications.
18. Unless and until a court determines that Pennoni's preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, specifications and/or Pennoni's giving or failure to give instructions is the primary cause of any damage, claim, loss or expenses, Client shall indemnify, defend and hold harmless Pennoni and its officers, employees and consultants from and against all damages, claims, losses or expenses, including reasonable attorneys fees and other costs of defense, arising out of this Agreement. In the event the Client is required to defend Pennoni under this paragraph, Pennoni shall have the right to select its attorneys.
19. Client agrees to pay reasonable expert witness fees if Pennoni or any of its employees is subpoenaed to testify as a fact or opinion witness in any court proceeding, arbitration, or mediation to which the Client is a party.
20. Unless otherwise provided in this proposal, Pennoni shall have no responsibility for the discovery, presence, handling, removal, or disposal of hazardous materials or underground structures at the Project site.
21. Client and Pennoni waive consequential damages arising out of this Agreement.
22. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.
23. Both Pennoni and Client agree to waive the right to subrogation for covered losses and each shall obtain similar waivers from Owner, subcontractors, property and casualty insurers, and any other party involved in this Project.

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND  
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, August 18, 2021 – 9:30 A.M.**

**Present for the Business Affairs Committee:** Lydia Hernández Vélez, Esq. (presiding); Mr. Rob Dubow, Mr. Harold Epps, Mr. Steve Herzog Mr. Michael Soileau, and Mr. Jeremiah J. White

**Present for the Executive Committee:** Mr. Jeremiah J. White, (presiding); Mr. Harold Epps, Ms. Chekemma Fulmore-Townsend, Lydia Hernández Vélez, Esq. Ms. Sheila Ireland, and Ms. Mindy Posoff

**Present for the Administration:** Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Marsia Henley, Ms. Lisa Hutcherson, Jessica Hurst, Esq., Mr. Gim Lim, Mr. Derrick Sawyer, and Mr. John Wiggins.

**Guests:** Dr. Judith Gay, Vice President Emerita, and Ms. Sabrina Maynard, City of Philadelphia

**AGENDA**  
**PUBLIC SESSION**

Mr. White requested that Mr. Herzog, on behalf of Ms. Hernández Vélez, called the Business Affairs Committee meeting to order. Mr. Herzog called the meeting to order at 9:33 A.M. and asked Mr. Eapen to proceed with the first agenda item.

**(1) Amendment to the Contract with Pennoni Associates, Inc. to Include the College's Regional Centers (Action Item):**

Background Information: The National Air Duct Cleaners Association (NADCA) and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) are leading institutions which publish standards and guidelines related to indoor air quality and the built environment. ASHRAE has provided recommendations for reducing airborne infectious aerosol exposure that have been accepted by the CDC and WHO as industry standards in the pandemic response. ASHRAE recommends maintaining and operating the HVAC system as designed and commissioning the HVAC system to ensure proper function.

The Initial Contract was based on Pennoni's proposal dated July 6, 2021 in the amount of \$2,446,500 for the Main Campus. That proposal did not include duct cleaning services for the Regional Centers. This Amendment is to include duct cleaning (task 2) and duct cleaning oversight (task 3) services as identified in our original contract.

Task 2h – Clean Ductwork at Northeast Regional Center \$272,800  
Task 2i – Clean Ductwork at Northwest Regional Center \$225,500  
Task 2j – Clean Ductwork at West Regional Center \$ 63,800

Task 3 – Duct Cleaning Oversight. We recommend a budget of 98,900 (Time and Materials)

Discussion: Mr. Eapen stated that when the Board of Trustees approved the Pennoni Associates, Inc. contract, the original contract did not include the Regional Centers. The College is amending its contract with Pennoni Associates, Inc. to conduct HVAC and COVID-19 consulting services at the College's Regional Centers. Please refer to Attachment A for the Pennoni Associates, Inc. Proposal.

Mr. Eapen stated that the total contract amendment amount equals \$661,000. HEERF dollars will be utilized for the project services. Mr. Eapen reported that the ductwork project is over one million linear feet; and that the project is going extremely well with the goal of completing Northeast, Northwest, and West Regional Centers by August 31, 2021.

Mr. Eapen asked Ms. Henley to provide the demographics for Pennoni and its subcontractor, Aella Industries. Ms. Henley stated that Pennoni is headquartered at 1900 Market Street, Philadelphia. Pennoni has 208 employees, of which 16.5% are diverse. Ms. Henley stated that Aella Industries is located in Aston, PA in Delaware County. Thus far, Aella has 42% minorities on site. Mr. Epps asked out of the 42% who are minorities, how many are "BIPOC" (Black, Indigenous and People of Color). Ms. Henley stated that out of 3,176 hours, about 1,064 are African-American workers and 192 are Hispanic workers. She stated that 140 females are working on the project.

Mr. Dubow questioned if there were any general rules regarding reviewing the contracts. Mr. Wiggins stated that on average, there are 10 to 15% in change orders; and remodeling old buildings is up to 20%. Mr. Epps suggested that he would put this in the category of "expansion of scope of work." He stated that, in essence, it is not a change order. Mr. Dubow agreed. Mr. Epps asked what led to the original scope defined only at the Main Campus, and not at the Regional Centers. Mr. Eapen stated that staff were on a "fast track" to open up the campuses and started with the Main Campus buildings and this request is an amendment to the original contract.

Action: Mr. Epps moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the amendment to the contract with Pennoni Associates, Inc. which will include the Regional Centers for an amount not to exceed \$661,000. HEERF dollars will be utilized for the project services. The motion passed unanimously.

## **(2) Contract with DeWitt Mechanical (Action Item)**

Discussion: Mr. Eapen stated that the Facilities and Construction Management Department procured emergency services for HVAC repairs needed for the safe return of employees and students to the College. Pennoni performed air flow testing throughout the campus and the results showed the College had units that were not performing at their peak. This is because of motors, belts, filters and other HVAC related failures. In order to get premium airflow, the department started repair to the HVAC system.

Mr. Eapen stated that the College sought the services of contractors who could start work immediately. The contractors chosen have done HVAC repair work on large systems similar to what we have at the College. Staff started out with a Purchase Order for \$60,000 for Dewitt Mechanical. As work progressed, it became apparent that to complete this work, the contractor would be in excess of over \$100,000.

Ms. Henley provided the demographics for Dewitt Mechanical, a PA, Co-Star approved contractor. She stated that Dewitt is locally based in Philadelphia. Dewitt is 100% minority owned, with an 80% diverse workforce. She stated that Dewitt is currently under contract with the School District of Philadelphia with various schools for similar type work.

In addition, Dewitt has done satisfactory work for the College. Staff are having all work checked and verified through Pennoni to ensure we are obtaining optimal airflow and code compliance.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into a contract with Dewitt Mechanical for an amount not to exceed \$150,000. HEERF dollars will be utilized for the project services. The motion passed unanimously.

### **(3) Contract with Paradigm Mechanical (Action Item)**

Background Information: The Facilities and Construction Management Department procured emergency services for HVAC repairs needed for the safe return of employees and students to the College. Pennoni performed air flow testing throughout the campus and the results showed the College had units that were not performing at their peak. This is because of motors, belts, filters and other HVAC related failures. In order to get premium airflow, the department started repair to the HVAC system.

Discussion: Mr. Eapen stated that the College sought the services of contractors who could start work immediately. The contractors chosen have done HVAC repair work on large systems similar to what we have at the College. Staff started out with a Purchase Order for \$60,000 for Paradigm Mechanical. As work progressed, it became apparent that to complete this work, the contractor would be in excess of over \$100,000. Mr. Eapen stated that staff are requesting for a contract not to exceed \$175,000 using HEERF dollars.

Ms. Henley provided the demographics for Paradigm Mechanical. She stated that Paradigm is located in Lansdowne, PA and are 100% WBE-owned with a 6% diverse workforce. Paradigm has worked on HVAC projects which include the Philadelphia Airport and various schools in the PA region. Staff are having all work checked and verified through Pennoni to ensure we are obtaining optimal airflow and code compliance

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into a contract with Paradigm Mechanical for an amount not to exceed \$175,000. HEERF dollars will be utilized for the project services. The motion passed unanimously.

On behalf of the Board, Mr. White thanked Ms. Henley for the level of detail she has been providing on the demographics for the different vendors.

### **(4) Stop Loss (Action Item)**

Mr. Eapen stated that Trion, the College's benefits consultant, completed an RFP process for stop loss coverage for prescription and medical plans. As a self-insured employer for medical and prescription benefits, stop loss insurance coverage provides reimbursement for catastrophic claims exceeding predetermined levels. Mr. Eapen stated the RFP requested quotes based on a specific stop loss deductible of \$250,000 and \$1,000,000 aggregate stop loss maximum for active employee and retiree populations.

Mr. Eapen reported that the College received 12 bids for stop loss. The incumbent carrier for stop loss coverage is Sun Life who was the lowest responsible bidder. The following vendors were included in the RFP process:

Anthem (declined to quote)	Swiss Re (declined to quote)
Berkley	Symetra (failed to submit quote)
HM Insurance Group	Tokio Marine HCC (declined to quote)
Granular	Unum (failed to submit quote)
QBE	Voya
Reliance Standard (declined to quote)	

Most of the carriers who responded to the RFP declined to quote because they were unable to provide a competitive offer. Only Berkley, HMIG, Granular, Voya and QBE provided quotes. The most competitive offer next to Sun Life came from Berkley, but included the "lasering" of high cost claimants.

Mr. Eapen mentioned that the number of claims over \$250,000 were three claims, an answer to a question posed by Ms. Hernández Vélez at a pre-meeting with Mr. Eapen.

Mr. Eapen stated the incumbent stop loss insurer, Sun Life, presented a renewal offer that included an 8.6% premium increase. Ms. Hutcherson pointed out that Sun Life is offering, as part of the renewal, no higher deductibles for any high cost claim that is based on past history. She stated that Sun Life is also offering a 50% rate cap for the next contract renewal.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to renew the College's stop loss with Sun Life for a one-year term in the amount of \$1,613,916. The motion passed unanimously.

#### **(5) Stormwater Management for NERC Project (Action Item)**

Mr. Eapen stated that the College entered into agreement with the Philadelphia Water Department in the Northeast Regional Center to build, develop, and maintain facilities with the capacity to sustain on-site stormwater management practices.

The stormwater management/conveyance systems are located at:

- a) Northeast Regional Center: Located at 140001 McNulty road (PWD Stormwater Tracking #2008-COMM-830-01)
- b) Northeast Regional Center: Located at 12901 Townsend Road, Philadelphia (PWD Stormwater Tracking #2008-COMM-830-01)

Mr. Eapen stated that the College went out for a competitive bid using Penn Bid on RFP 10152 for Stormwater Management Practice Maintenance Providers certified by the Philadelphia Water Department to repair the stormwater systems and assist the College in complying with the Stormwater Management Plan. Six providers attended the mandatory Pre-Bid Meeting held on June 15, 2021; of those there was one provider who provided a response, Brandywine Stormwater, LLC.

Ms. Henley provided the demographics on Brandywine Stormwater, LLC. She stated that Brandywine is located in West Chester, PA. Brandywine has a total of 15 employees. Of those 15 employees, 33% are diverse employees.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College award a contract to Brandywine Stormwater, LLC for the Stormwater Management for the NERC Project in the amount of \$138,915. The motion passed unanimously.

**(6) Contract with Dentrust, P.C. (DOCS Health) (Action Item)**

Background Information: The College seeks to engage Dentrust, P.C., also known as DOCS Health, a healthcare provider that provides COVID-19 testing services, to provide COVID-19 testing services for the College. Engaging with Dentrust will assist the College to carry out its recently announced COVID-19 vaccine mandate and testing requirements for unvaccinated employees, students, and as necessary, vendors, as well as the City's recent requirement that institutions of higher education in Philadelphia mandate vaccinations and require testing of any exempt employees or students. Dentrust will provide testing services on-site at the College. Unvaccinated individuals will need to take an antigen test twice per week. Dentrust will provide all necessary equipment, supplies, personnel, personal protective equipment, internet, computers, collection kits, signage, and the software platform through which appointments will be made and tests results will be shared (including implementation of the platform and any necessary integration with the College's own software). Dentrust, P.C. is currently providing COVID-19 testing services to the School District of Philadelphia.

Discussion: Mr. Eapen stated that as part of the return to campus, the College wants to perform testing of employees and students who are not vaccinated. He stated that the College is "piggybacking" on the School District of Philadelphia contract with Dentrust, P.C. which is DOCS Health who are providing the testing services for all school district facilities.

Ms. Hutcherson stated that DOCS Health also works with the City to do COVID rapid testing. She stated that staff are looking at setting up testing at the Main Campus and at each of the Regional Center sites. If anyone is unvaccinated because they have an exemption (religious or health), the individual would have to go through the process where they register for weekly appointments and will be tested twice every week. Ms. Hutcherson stated that DOCS Health will provide the College access to their dashboard where cases can be monitored and used for information such as contact tracing. She stated that DOCS Health will only do the asymptomatic testing. Anyone who is symptomatic will have to use an outside testing source like VYBE.

Mr. White asked if Board members are also required to provide a vaccination card. Dr. Generals stated yes, it is required for any individual who comes on campus. Mr. White pointed out that this must be made explicitly to the Board of Trustees. Mr. White requested that Dr. Gay follow up on the requirement of the Board of Trustees to provide a vaccination card.

Mr. Epps requested the demographics on Dentrust, P.C. (DOCS Health). Ms. Hutcherson stated that she expects to have the data by the end of the day. Mr. Dubow asked about the cost of the contract. Mr. Eapen stated that it was difficult to estimate a number but stated that staff would like to request an amount not to exceed \$300,000. Additionally, HEERF dollars can be used for this contract.

Ms. Hutcherson pointed out that staff is trying to “zero in” on the number of people who would need to be tested, but will not know the information until the vaccination cards are received. Ms. Hutcherson then provided the breakdown of the costing.

<b>Service</b>	<b>Cost</b>
BinaxNow Testing – Needed for those individuals who enter the campus and are unvaccinated.	\$39.09 per test
Staffing (NERC & NWRC)-Charging extra for the lower number of testing kits.	\$675 per day, per site
PCR Testing – A follow-up test for someone who tested positive.	\$124.50 per test
Health Assessment App	\$1,000 per month
API Integration (working with College’s security systems)	TBD
Tent	TBD

Mr. Soileau asked how long will the College incur costs for those individuals who are not vaccinated. Dr. Generals mentioned that is an issue which is carefully being explored, and that the College is following City guidelines that everyone in higher education institutions, including students, must be vaccinated by October 15<sup>th</sup>.

As a result of Committee discussions centered on data security protections, Dr. Gay pointed out that Ms. Zellers provides a cyber security clause for every contract that the College signs. Ms. Hurst stated that the College has a standard data security confidentiality agreement which covers data protections. Mr. Soileau pointed out that data warehousing security should also be added into the contract.

Action: Mr. Soileau moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into a contract with Dentrust. P.C. (DOCS Health) for an amount not to exceed \$300,000. HEERF dollars will be utilized for this contract. The motion passed unanimously.

Ms. Hernández Vélez officially closed the Business Affairs Committee meeting at 9:58 A.M.

## **AGENDA**

### **PUBLIC SESSION – EXECUTIVE COMMITTEE**

Mr. White called the Executive Committee meeting to order. He asked Ms. Hernández Vélez to put forward the six action items. Ms. Hernández Vélez pointed out that most of the six items being put forward to the Executive Committee will help the College get ready for return to campus.

Mr. White asked for a motion to approve the six action items.

Action: Ms. Hernández Vélez moved and Ms. Ireland seconded the motion that the Executive Committee approve the following action items put forth by the Business Affairs Committee:

- (1) Amendment to the Pennoni Associates, Inc. Contract to Include the Regional Centers for an amount not to exceed \$661,000. HEERF dollars will be utilized for the project services;
- (2) Contract with DeWitt Mechanical for an amount not to exceed \$150,000. HEERF dollars will be utilized for the project services;
- (3) Contract with Paradigm Mechanical for an amount not to exceed \$175,000. HEERF dollars will be utilized for the project services;
- (4) Renewal of the College's Stop Loss with Sun Life for a one-year term in the amount of \$1,613,916.;
- (5) Contract with Brandywine Stormwater, LLC for the Stormwater Management for the NERC Project in the amount of \$138,915; and
- (6) Contract with Dentrust. P.C. (DOCS Health) for an amount not to exceed \$300,000. HEERF dollars will be utilized for this contract.

The motion passed unanimously.

### **EXECUTIVE SESSION**

The Business Affairs and Executive Committees went into Executive Session.

### **PUBLIC SESSION**

The Business Affairs and Executive Committees returned to the Public Session at 10:30 A.M.

(7) **Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel, and Government Relations Officer (Action Item)**

Discussion: As requested by Ms. Hernández Vélez, Mr. Eapen cited sections of the Resolution found in Attachment B. He stated:

*Subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff (excluding the Vice Presidents, General Counsel, and*

*Government Relations Officer) are eligible to receive a raise up to 3.5% retroactive to September 1, 2021; provided however that the percentage of the raise shall be pro-rated for any employee who was not employed for the preceding fiscal year in accordance with College practice.*  
*Subject to satisfactory evaluation and performance, the Vice Presidents, General Counsel, and Government Relations Officer are eligible to receive a raise and/or stipend of up to 3.5% retroactive to September 1, 2021; provided however that the percentage of the raise and/or stipend shall be pro-rated for any employee who was not employed for the preceding fiscal year in accordance with College practice.*

Ms. Hernández Vélez called for a motion from the Business Affairs Committee to approve the Resolution.

Action: Mr. Dubow moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board to approve the Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel and Government Relations Officer. The motion passed unanimously.

The meeting adjourned at 10:34 A.M.

**JE/Im**  
**Attachments**

**ATTACHMENT A**  
**Pennoni Associates, Inc.**  
**Contract Amendment to Include Regional Centers**

August 18, 2021

**CCPHX21002RR**

Mr. Jacob Eapen  
Vice President for Business and Finance  
Community College of Philadelphia  
1700 Spring Garden Street, Room M2-6  
Philadelphia, PA 19130

**RE: CONTRACT AMENDMENT  
COVID-19 AND HVAC CONSULTING SERVICES  
COMMUNITY COLLEGE OF PHILADELPHIA  
REGIONAL CAMPUSES  
PHILADELPHIA, PENNSYLVANIA 19130**

Dear Mr. Eapen:

Pennoni Associates, Inc. (Pennoni) has prepared this contract amendment for The Community College of Philadelphia (“Client”) to conduct HVAC and COVID-19 consulting services for the above referenced properties, hereinafter referred to as “subject property” or “site”. This contract amendment is based on our recent discussions/correspondences with your team and our ongoing work at the College.

Based on Pennoni’s current understanding of the project, Pennoni proposes the following Scope of Services as an amendment to the current contract:

**SCOPE OF SERVICES AMENDMENT**

**TASK 2 – DUCT CLEANING**

**TASK 3 – OVERSIGHT OF DUCT CLEANING**

**TASK 2 – DUCT CLEANING SERVICES**

Pennoni is proposing to provide turnkey duct cleaning services for the main campus buildings listed below as part of reopening plans for the fall 2021 semester. The services outlined in this proposal are in coordination with using Aella Industries as our subcontractor.

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

- Task 2h – Clean Northeast Regional Center Ductwork*
- Task 2i – Clean Northwest Regional Center Ductwork*
- Task 2j – Clean West Regional Center Ductwork*

**TASK 3 – OVERSIGHT OF DUCT CLEANING**

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

*Task 3a – Background Air Monitoring*

*Task 3b – Background Air Monitoring Report*

*Task 3c – Daily Project Oversight and Air Monitoring*

*Task 3d – Project Oversight and Air Monitoring Report*

*Task 3a – Background Air Monitoring*

One of Pennoni’s industrial hygienists will conduct pre-renovation air monitoring for respirable dust concentrations in each work area before duct cleaning preparation work is started. Air monitoring will be performed using a direct reading instrument such as a MIE Personal DataRAM #1000, or equivalent device. Pre-renovation monitoring results will be used as a baseline during duct cleaning activities.

*Task 3b – Background Air Monitoring Report*

Upon completion of the above scope of service, Pennoni will prepare a report documenting the results of our pre-renovation air monitoring. The background air monitoring report will include a summary of our findings as well as recommendations we may have relative to our findings and the planned renovation. The location of each reading taken will be documented in the report.

*Task 3c – Daily Project Oversight and Air Monitoring*

Pennoni will provide oversight of a National Air Duct Cleaners Association (NADCA) certified contractor to complete the proper cleaning of ductwork in the above referenced buildings. During the duct cleaning activities, Pennoni will provide a project manager and a team of industrial hygienist to conduct air monitoring in areas adjacent to the work area and within the work area. The purpose of air monitoring within the work areas is to detect respirable dust concentrations which may challenge the ability of the work area isolation procedures. Air monitoring adjacent to the work area will be performed to ensure work area isolation procedures are sufficient. A report of progress will be maintained, as well as a description of procedures employed by the contractor to address the duct contaminants. Pennoni will provide clearance visual inspections following duct cleaning work each work area in accordance with the specification documents for this project.

**FEES**

Initial Contract was based on Pennoni’s proposal dated July 6, 2021 in the amount of \$2,446,500 for the main campus. That proposal did not include duct cleaning services for the regional centers. This Amendment is to include duct cleaning (task 2) and duct cleaning oversight (task 3) services as identified in our original contract.

Task 2h – Clean Ductwork at Northeast Regional Center	\$272,800 (Lump Sum)
Task 2i – Clean Ductwork at Northwest Regional Center	\$225,500 (Lump Sum)
Task 2j – Clean Ductwork at West Regional Center	\$63,800 (Lump Sum)

Task 3 – Duct Cleaning Oversight. We recommend a budget of 98,900 (Time and Materials)

**Total contract amendment value \$661,000.**

Pennoni is prepared to begin this project upon written authorization. If a Notice to Proceed is provided by August 18, 2021 we anticipate a project start date of August 19, 2021. We anticipate completion of the

scope of services outlined in Task 2 by September 5, 2021 according to the following breakdown:

<b><u>Building</u></b>	<b><u>Completion Date</u></b>
Northeast	August 31, 2021
Northwest	August 31, 2021
West	August 31, 2021

#### **TERMS AND CONDITIONS**

Work will be completed in accordance with the original AIA Document C103-2015 terms and conditions.

Thank you for the opportunity to provide these professional services. This contract amendment is valid for a period of 30 days. If you have any questions, or if you would like to discuss any of the above, please do not hesitate to contact us.

We look forward to working with you on this project. If you have any questions regarding this submission or require additional information, please feel free to call us.

Sincerely,

**PENNONI ASSOCIATES INC.**



Alan Lloyd, CIH, CSP, ENV SP  
Vice President, EHS Practice Leader

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BUILDING		PROPOSED START DATE	ANTICIPATED FINISH DATE
<b>BONNELL</b>			
Second Floor		14-Jul	23-Jul
Basement		14-Jul	28-Jul
R Level		17-Jul	31-Jul
First Floor/B1		23-Jul	6-Aug
Ground Floor		27-Jul	8/2 (9/17 theatre)
<b>MINT</b>			
Third Floor		20-Jul	28-Jul
Mezz Floor		19-Jul	4-Aug
Second Floor		24-Jul	2-Aug
First Floor		31-Jul	31-Jul
Ground Floor		28-Jul	6-Aug
<b>WEST</b>			
Fourth Floor		26-Jul	2-Aug
Third Floor		28-Jul	4-Aug
Second Floor		5-Aug	9-Aug
First Floor		5-Aug	14-Aug
Basement		16-Aug	14-Aug
<b>CBI</b>			
Lower Parking		26-Jul	10-Aug
Upper Parking		26-Jul	10-Aug
Roof		2-Aug	10-Aug
Third Floor		2-Aug	11-Aug
Second Floor		12-Aug	18-Aug
First Floor		12-Aug	18-Aug
<b>PAVILION</b>			
Penthouse		19-Aug	31-Aug
First Floor		23-Aug	31-Aug
Bookstore H204		23-Aug	31-Aug
Ground Floor		23-Aug	31-Aug
<b>WINNETT</b>			
Gym Platform		23-Aug	17-Sep
Gym Second Floor		23-Aug	17-Sep
Gym First Floor		23-Aug	17-Sep
Third Floor		9-Aug	21-Aug
Second Floor		9-Aug	21-Aug

First Floor		9-Aug	21-Aug
Basement		9-Aug	21-Aug
NE Regional Center		19-Aug	31-Aug
NW Regional Center		26-Aug	31-Aug
West Center		30-Aug	31-Aug

## Schedule of Contract Values

(This form must be completed by the Contractor for the Project.)

PROJECT NAME:  
PROJECT #:  
CONTRACTOR:

APPLICATION NO:  
APPLICATION DATE:  
PERIOD TO:  
PERCENT COMPLETE TO DATE:

A	B	C	D	E	F	G	H	I	J
ITEM	DESCRIPTION OF WORK	SCHEDULED	WORK COMPLETED		MATERIALS	TOTAL	%	BALANCE	RETAINAGE
NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH	(IF VARIABLE
			APPLICATION		STORED	AND STORED		(C - G)	RATE)
			(D + E)		(NOT IN	TO DATE			
					D OR E)	(D+E+F)			
2h	Clean Ductwork of Northeast Center	\$272,800.00							
2i	Clean Ductwork of Northwest Center	\$225,500.00							
2j	Clean Ducwork of West Center	\$63,800.00							
3b	Duct Cleaning Oversight Regional Center	\$98,900.00							
<b>GRAND TOTALS</b>		<b>\$661,000.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Contract Manager:** Minimum performance requirements successfully completed and approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTACHMENT B**

**Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel, and Government Relations Officer**

## **BOARD RESOLUTION SEPTEMBER 2, 2021**

### **Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel, and Government Relations Officer**

Whereas on August 18, 2021, the Business Affairs Committee of the Board of Trustees approved a motion recommending that the College's Board of Trustees approve a Resolution as outlined below:

Now, therefore, on this 2nd day of September, 2021, the Board of Trustees approves the following:

Subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff (excluding the Vice Presidents, General Counsel, and Government Relations Officer) are eligible to receive a raise up to 3.5% retroactive to September 1, 2021; provided however that the percentage of the raise shall be pro-rated for any employee who was not employed for the preceding fiscal year in accordance with College practice.

Subject to satisfactory evaluation and performance, the Vice Presidents, General Counsel, and Government Relations Officer are eligible to receive a raise and/or stipend of up to 3.5% retroactive to September 1, 2021; provided however that the percentage of the raise and/or stipend shall be pro-rated for any employee who was not employed for the preceding fiscal year in accordance with College practice.

COMMUNITY COLLEGE OF PHILADELPHIA  
Proceedings of the Meeting of the Board of Trustees  
Thursday, June 3, 2021 – 3:00 p.m.

Present: Mr. White, presiding; Mr. Bradley, Mr. Clancy, Mr. Dubow, Mr. Epps, Ms. Fulmore-Townsend, Ms. Gamble, Ms. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. Posoff, Mr. Soileau, Dr. Generals, Dr. Rooney, Ms. Di Gregorio, Dr. Gay, Mr. Eapen, Dr. Hirsch, Ms. Witherspoon, Dr. Zanjani, Ms. de Fries, Ms. Zellers, and Dr. Waller

(1) Executive Session

The Executive Session was devoted to a discussion of legal matters and labor negotiations.

(2) Meeting Called to Order

Mr. White called the meeting to order and reviewed the goals for the meeting. He stated that he appreciated staff attendance at all of the meetings.

(3) Public Comment

There were no requests for public comment.

(4) Report of the President

(4a) Meetings and Events

Dr. Generals reported that the College's Budget hearing took place on May 11, 2021. He stated that Council members were very supportive of the College. Dr. Generals thanked Ms. Hernández Vélez for representing the Board at the hearing.

Dr. Generals reported that the College had signed a Memorandum of Understanding (MOU) with the Philadelphia Housing Authority for a shared housing program for Community College of Philadelphia students. Dr. Generals noted that the Board is scheduled to ratify and approve the MOU at today's Board meeting.

Dr. Generals reported that he co-hosted with John Fry, President, Drexel University, the National Academies of Sciences, Engineering, and Medicine (NASEM) and Community College of Philadelphia Virtual Town Hall on May 24, 2021 to discuss *Successes in STEM Education, Research, and Workforce Preparedness*. Dr. Generals stated that the Town Hall was specifically with Community College of Philadelphia in trying to create a larger pipeline of STEM students. Dr. Generals thanked Drs. Celenza and Powell for organizing the event.

Dr. Generals reported that he had met with Darryl Williams, Senior Vice President, Science and Education, The Franklin Institute, on May 12, 2021 to discuss possible partnerships.

Dr. Generals reported that he hosted a College-wide Town Hall on May 20, 2021 to provide an update on the fall semester reopening.

Dr. Generals reported that he had participated in an interview with Dr. William Hite, Superintendent of the School District of Philadelphia, and host of *Education Pulse* on WURD Radio, on May 22, 2021 to discuss Parkway Center City Middle College.

Dr. Generals reported that he had delivered remarks at the Pennsylvania Pipeline Project Philadelphia Workforce Pilot Kick-Off on May 27, 2021 at the Naval Surface Warfare Center.

Dr. Generals reported that he had attended the National League of Cities Mayor's Institute: *Cities Addressing Basic Needs to Promote Postsecondary and Workforce Success* on May 27, 2021.

Dr. Generals reported that he and a number of staff had participated in the *Equitable Pathways to Good Jobs Workforce – Guided Pathways National Symposium* hosted by the Aspen Institute's College Excellence Program and the National Center for Inquiry Improvement on June 2-4, 2021. He stated that he will also participate on a Presidential Panel on June 4 focusing on *Equity as the "Why."*

#### (4b) Legislative Activities

Dr. Generals reported that he had delivered remarks at the House Democratic Policy Committee Hearing on Green Collar Jobs on May 10, 2021.

Dr. Generals reported that he had met with State Representative Krajewski on May 11, 2021; Senator Street on May 17, 2021; and Representatives Dawkins on May 18, 2021 to discuss RCAP funding.

#### (4c) Spring Semester Data

Dr. Generals presented a slide presentation on *COVID-19: A Year in Review* (see **Attachment A**). Dr. Generals compared Community College of Philadelphia's enrollment and retention with national trends. He stated that enrollment was down 13 percent for spring and that retention was also higher than national trends. Dr. Generals stated that while enrollment and retention were negatives, the College had been able to continue educating students, provide support services, and keep employees whole. Dr. Generals stated that the College also launched the Catto Scholarship, had a stable budget, and addressed student food and housing insecurity.

(4d) Return to Campus

Dr. Generals discussed a return to campus plan. He stated that the College was providing vaccination opportunities for staff, faculty, and students. Dr. Generals discussed the College's approach to reopening in the fall. He stated that it will be a phased approach, with contact tracing and masks required. Dr. Generals stated that the plan is to reopen at 50% of staff/faculty capacity on August 23, 2021. He stated that the College will play it conservatively, and will follow all of the health and safety guidelines. Dr. Generals stated that Cabinet members will work with supervisors to determine departmental schedules. Dr. Generals stated that ensuring the health and safety of faculty, staff, and students is the highest priority. He reviewed a number of safety measures that are being implemented such as barriers, social distancing, additional cleaning and disinfecting, and HVAC improvements to air handlers and vents in College buildings to ensure proper airflow.

(4e) 2021-2022 College Budget

Dr. Generals reviewed and discussed the 2021-2022 Budget and *Impact 2025: 6 Pillars*. He reviewed each pillar outlining the many initiatives that had been implemented to benefit students. Dr. Generals noted that there is no tuition increase proposed in the fiscal year 2022 budget, and that the College has moved from one of the highest tuition rates amongst the Pennsylvania community colleges and is now in the middle. Dr. Generals reviewed improvements made in workforce development, external and internal community relations, as well as world-class facilities.

Dr. Generals reviewed fiscal stability and sustainability noting that the College is in a stable financial position. He noted that 80 percent of the budget is salaries/benefits, and 20 percent is all other operations. Regarding diversity, equity, and inclusion, Dr. Generals stated that five diversity fellow positions were added, and that a diversity consultant has been retained to work with the College in becoming an anti-racist institution.

(4f) Foundation Report

At the request of Dr. Generals, Dr. Zanjani reported that the total of public grants received by the College July 1, 2020 – May 24, 2021, totaled \$68,457,824, and that private grants/gifts to the Foundation July 1, 2020 – May 24, 2021, totaled \$2,786,010 compared to \$2,828,039 for July 1, 2019 – May 24, 2020. Dr. Zanjani reported that beginning July 1, 2021 all private gifts will be included in the report. Dr. Zanjani stated that the Foundation has not yet secured a capital campaign consultant.

At the request of Dr. Zanjani, Dr. Waller provided the following Foundation report:

- The Foundation has raised \$337,050 for the Black and Gold Gala. This amount is \$24,000 more than what was raised in 2019. Dr. Waller stated that the Foundation is \$13,000 away from the actual goal for the Gala. She stated that

even during these trying times, the Foundation has garnered support for the College. Dr. Waller thanked Rashela Johnson and Michael Soileau for all their work in helping the Foundation reach their goal.

- Dr. Waller thanked Dr. Generals for all that he has done in getting people engaged and informing them about what the College is doing. Dr. Waller also thanked Dr. Zanjani for her energy and encouragement in the process. She stated that she was grateful to all.

Mr. Soileau stated that he was happy and honored to be part of the fundraising for the Gala. He thanked Ms. Gamble for her work in reaching out to various constituencies such as the sports community to support the Gala.

Mr. Soileau reported that 99% of the Board of Trustees had contributed to the Black and Gold Gala. He thanked the Board for their support of the event. Mr. Soileau thanked Dr. Waller for her leadership and for rallying together a strong team to raise funds for the Gala.

Mr. White thanked Mayor Kenney for his support, and for taking a strong position on education.

(5) Report of the Business Affairs Committee

Ms. Hernández Vélez reported that the Business Affairs Committee had met three times since the last Board meeting. She stated that many of the items that are part of the Consent Agenda concern items for protocols for in-person return to campus. Ms. Hernández Vélez stated that the Business Affairs discussed cyber security, stating that significant steps are being taken to ensure that data is protected. Ms. Hernández Vélez stated that the Committee will continue to monitor this situation. Ms. Hernández Vélez stated that the Business Affairs had also approved the 2021-2022 Budget.

(5a) 2021-2022 College Budget

Mr. Eapen provided a summary of the 2021-2022 Budget. He reviewed and discussed funding sources, revenue and expenditures, as well as the capital budget. Mr. Eapen stated that the 2021-2022 Budget is aligned with all of the budget details provided by Dr. Generals during his presentation.

Mr. Dubow moved, with Ms. Gamble seconding, that the Board approve the 2021-2022 College budget. The motion carried unanimously.

Ms. Hernández Vélez stated that the Memorandum of Understanding (MOU) with the Philadelphia Housing Authority for a shared housing program for Community College of Philadelphia students had been approved by the Executive Committee. She stated that the Board has to approve and ratify the MOU.

Ms. Ireland moved, with Mr. Dubow seconding, that the Board approve and ratify the MOU with the Philadelphia Housing Authority. The motion carried unanimously.

(6) Report of the Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met as a Committee of the Whole on May 6, 2021. She stated that the Committee discussed year-end celebrations and early results of CARES funding.

Ms. Fulmore-Townsend thanked Dr. Generals and staff for the celebration of students at the virtual Academic Awards event on June 9, 2021. She stated that students from the Parkway Center City Middle College were part of the graduating class, which was a major accomplishment.

Ms. Fulmore-Townsend reported that the Committee was provided with an overview of the distribution and impact of the CARES act funds for students in spring 2020, summer 2020, and/or fall 2020. She stated that persistence for recipients and non-recipients were compared, noting that students who received CARES Act funding had a higher persistence rate than those who did not. Ms. Fulmore-Townsend stated that CARES Act funds supported thousands of students. She stated that we need to understand what areas of equity we should be monitoring, and have conversations regarding funding for which Community College of Philadelphia may be eligible.

(7) Report of the Workforce Subcommittee

Ms. Ireland reported that the Committee met on May 6, 2021 and focused on the following areas:

- Pre-apprenticeships and apprenticeships
- Workforce mission
- Extension of conversations on employer relationships

Ms. Ireland emphasized the importance of apprenticeship programs. She stated that Ms. de Fries and staff did an excellent job of highlighting different activities that demonstrate ways in which the College is involved with pre-apprenticeships and apprenticeships, and the benefits of the model to the College, students, and employers.

Ms. Ireland stated that Dr. Sweet highlighted the College's Early Childhood Birth-4<sup>th</sup> grade Associates apprenticeship and noted the many partners who are involved in the program, including 1199C, First UP, and the added financial support from the William Penn Foundation. Ms. Ireland stated that Dr. Hirsch had provided an overview of a new apprenticeship that the College is developing with AON, with Dr. Pam Carter, Dean of Business and Technology taking the lead, and supported by the Workforce and Economic Innovation's Corporate College.

Ms. Ireland reported that the Committee reviewed the revised version of the Workforce and Economic Innovation vision and mission statement. She stated that the streamlined version brings the focus into alignment with the College's plan. Ms. Ireland stated that all members of the Committee approved the WEI vision and mission statement.

Ms. Ireland reported that Ms. de Fries reviewed employer relationship information that had been provided to the Committee to date. She stated that a high level list of 60 companies with which the College has regular and consistent relationships was presented, as well as the primary ways in which the College engages with each company. Ms. Ireland stated that the Committee was asked to identify the top five employers with whom the College engages from the list of 60, and identify five employers where the College needs more assistance to create a stronger engagement. Ms. Ireland stated that this is where Board members can help in making the College the key workforce provider in the City.

Ms. Ireland thanked members of the Workforce Subcommittee for their work.

(8) Consent Agenda

Mr. White requested Board approval of the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions  
Meeting of May 6, 2021
- (b) Gifts and Grants
- (c) Avaya Phone Upgrade
- (d) Fortinet-Network Access Control (NAC) Solution
- (e) 2021-2022 Property & Casualty Insurance Renewal Package
- (f) Touchless Faucets and Flushometers and Bottle-filling Station and Cooler
- (g) Site Furniture Institution-Wide Outdoor Hardscaped Spaces
- (h) Protective Clear Screens
- (i) Appointment of Fox Rothschild for a Breach of Contract Matter Against  
Banner Works, Inc., DBA Koryn Rolstad Studios

Ms. Fulmore-Townsend moved, with Mr. Epps seconding, that the Board approve the Consent Agenda. The motion carried unanimously.

(9) Report of the Chair

(9a) Board Representation on Middle States

Mr. White reported stated that since Ms. Jean-Baptiste is leaving the Board, a Board representative is needed on the Middle States Steering Committee. Mr. White asked Mr. Clancy, Mr. Epps, and Ms. Ireland if they were interested in participating.

(9b) Joint Meeting of the Board of Trustees and Foundation Board

Mr. White stated that he would like to schedule a joint meeting of the Board of Trustees and the Foundation Board in the fall or spring.

(9c) Association of Community College Trustees Awards

Mr. White stated that in order to extend the College's presence nationally, the College is nominating a faculty member for the Association of Community College Trustees (ACCT) Faculty Award. He stated that Dr. Gay has recommended that the College was most competitive in applying for the faculty award. At the request of Mr. White, Dr. Gay stated that Dr. Debonair Oates-Primus, English faculty, will be nominated for the award.

At the request of Mr. White, Dr. Gay reported that the College will be submitting two proposals for sessions at the Association of Community College Trustees Leadership Congress scheduled in San Diego, October 13-16, 2021. She stated that one proposal will address diversity, equity, and inclusion; the second proposal will address partnerships.

(9d) Board Retreat

Mr. White stated that he would like to plan a Board Retreat for next year to discuss strategic thinking and Aspen Prize planning.

(9e) Professional Development/Self-Assessment

Mr. White stated that he is open to ideas from Board members regarding Board governance and Board self-assessment.

(9f) Executive Committee of the Board

Mr. White stated that, if needed, two meetings of the Executive Committee are scheduled for July 7, 2021 at 9:00 and August 18, 2021 at 10:00 am.

Mr. White stated that five Board members' terms are due to expire on June 30, 2021. He stated that Ms. Hernández Vélez is not reapplying, and that Ms. Jean-Baptiste is relocating for work. Mr. White stated that it was important that new Board members bring the skills that the College needs. Mr. White stated that he planned to have a conversation with Mr. Dubow and Dr. Generals regarding Board appointments.

Mr. White stated that he had a telephone conversation with Representative Roebuck and discussed the importance of full Board participation.

(9g) Committee of the Whole

Mr. White reported that Committee of the Whole meetings will be held twice a year. He stated that Board members' feedback on the Wednesday night session was positive. Mr. White stated that the September Board meeting will be a regular meeting of the Board.

(9h) Emeritus Status

Mr. White stated that there should be a College policy regarding Emeritus status for Board members. Dr. Gay stated that there is not an official policy for Emeritus status for Board members. Mr. White asked Dr. Gay and Ms. Posoff to draft a policy for Board approval.

Mr. White stated that he had a good meeting with Community College of Philadelphia's fund managers. The discussion focused on activities in the stock market. Mr. White stated that the meeting went well and was very informative. Ms. Posoff also attended the meeting.

(10) New Business

Dr. Generals reported that today's Board meeting was the last meeting that Dr. Mary Anne Celenza, Dean, Math, Sciences and Health, will be attending as she is retiring on June 30, 2021. Dr. Generals thanked Dr. Celenza for her years of service, the quality of her work, and her commitment to the College and to student success. He stated that Dr. Celenza had instituted quality programs and has been a strong advocate for science and the importance of science to the students we serve. On behalf of the Board of Trustees, Dr. Generals wished Dr. Celenza the best in her future endeavors.

Mr. White thanked Dr. Celenza for her many years of dedication to Community College of Philadelphia's students, and especially for her continued support of the sciences.

The meeting adjourned at 4:45 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA  
Meeting of the Board of Trustees  
Thursday, June 3, 2021 – 3:00 p.m.  
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. White, presiding; Mr. Bradley, Mr. Clancy, Mr. Dubow, Mr. Epps, Ms. Fulmore-Townsend, Ms. Gamble, Ms. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. Posoff, Mr. Soileau, Dr. Generals, Dr. Rooney, Ms. Di Gregorio, Dr. Gay, Mr. Eapen, Dr. Hirsch, Ms. Witherspoon, Dr. Zanjani, Ms. de Fries, Ms. Zellers, and Dr. Waller

(1) Executive Session

The Executive Session was devoted to a discussion of legal matters and labor negotiations.

(2) Meeting Called to Order

Mr. White called the meeting to order and reviewed the goals for the meeting.

(3) Public Comment

There were no requests for public comment.

(4) Report of the President

(4a) Meetings and Events

Dr. Generals provided a report of meetings and events in which he participated during the month of May and early June.

(4b) Legislative Activities

Dr. Generals delivered remarks at the House Democratic Policy Committee Hearing on Green Collar Jobs on May 10, 2021.

Dr. Generals met with State Representative Krajewski on May 11, 2021; Senator Street on May 17, 2021; and Representatives Dawkins on May 18, 2021 to discuss RCAP funding.

(4c) Spring Semester Data

Dr. Generals provided a slide presentation on *COVID-19: A Year in Review*, and enrollment and retention trends.

(4d) Return to Campus

Dr. Generals provided details of the fall reopening plan.

(4e) 2021-2022 College Budget

Dr. Generals provided details regarding the 2021-2022 Budget and *Impact 2025: 6 Pillars*.

(4f) Foundation Report

The Board was provided with an update on the gifts and grants received by the Foundation for the period July 1, 2020 – May 24, 2021.

The Board was provided with an update on the fundraising efforts for the Black and Gold Gala.

(5) Report of the Business Affairs Committee

The Business Affairs Committee met three times since the last Board meeting. Many of the items that are part of the Consent Agenda concern items for protocols for in-person return to campus.

(5a) 2021-2022 College Budget

The Board was provided with a summary of the 2021-2022 Budget.

The Board approved the 2021-2022 College budget.

The Board approved and ratified the Memorandum of Understanding (MOU) with the Philadelphia Housing Authority for a shared housing program for Community College of Philadelphia students.

(6) Report of the Student Outcomes Committee

The Student Outcomes Committee met as a Committee of the Whole on May 6, 2021. The Committee discussed year-end celebrations and early results of CARES funding.

(7) Report of the Workforce Subcommittee

The Workforce Subcommittee met on May 6, 2021 and focused on the following areas:

- Pre-apprenticeships and apprenticeships

- Workforce mission
- Extension of conversations on employer relationships

(8) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions Meeting of May 6, 2021
- (b) Gifts and Grants
- (c) Avaya Phone Upgrade
- (d) Fortinet-Network Access Control (NAC) Solution
- (e) 2021-2022 Property & Casualty Insurance Renewal Package
- (f) Touchless Faucets and Flushometers and Bottle-filling Station and Cooler
- (g) Site Furniture Institution-Wide Outdoor Hardscaped Spaces
- (h) Protective Clear Screens
- (i) Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios

(9) Report of the Chair

(9a) Board Representation on Middle States

Board representation is needed on the Middle States Steering Committee. Mr. Clancy, Mr. Epps, and Ms. Ireland were asked if they had an interest in participating.

(9b) Joint Meeting of the Board of Trustees and Foundation Board

Mr. White noted that he would like to schedule a joint meeting of the Board of Trustees and the Foundation Board in the fall or spring.

(9c) Association of Community College Trustees Awards

The Board was informed that the College had recommended Dr. Debonair Oates-Primus, English faculty, for the Association of Community College Trustees Faculty Award.

The College is submitting two proposals for sessions at the Association of Community College Trustees Leadership Congress scheduled in San Diego, October 13-16, 2021.

(9d) Board Retreat

Mr. White noted that he would like to plan a Board Retreat for next year.

(9e) Professional Development/Self-Assessment

Mr. White noted that he is open to ideas from Board members regarding Board governance and Board self-assessment.

(9f) Executive Committee of the Board

Two meetings of the Executive Committee are scheduled for July 7, 2021 at 9:00 and August 18, 2021 at 10:00 am.

(9g) Committee of the Whole

The Committee of the Whole meetings will be held twice a year.

(9h) Emeritus Status

Dr. Gay and Ms. Posoff were requested to draft a Trustees Emerita/ Emeritus Policy for Board approval.

(10) New Business

The Board wished Dr. Mary Anne Celenza, Dean, Math, Sciences and Health on her retirement effective June 30, 2021. The Board thanked Dr. Celenza for her many years of dedication to Community College of Philadelphia's students, and especially for her continued support of the sciences.

The meeting adjourned at 4:45 p.m.

# COVID-19 A Year In Review

## ATTACHMENT A

### Negatives

- Negative Enrollment

	<b>CCP</b>	<b>Nat'I</b>
• Tot'	13%	10%
• New	27%	21%
• B&B	20%	28%

- Retention

• <b>Fa/Sp</b>	<b>Fa/Fa</b>
• B/B = -5% (66%-61%)	-18% (63-45)
• Non = - 5% (76-71)	- 5% (70-65)

### Positives

- Continuity of Educational and Educational Services
- Employees Kept Whole
- Launched Catto
- Stable Budget
- Food and Housing Security

# RETURN TO CAMPUS

# Vaccination Opportunities

- Staff and Faculty vaccine clinics: 6/15 and 6/16
  - Free, on-site vaccines offered by Vybe
  - Walk-in opportunity at Winnet Student Life Building
  - Share vaccine record with HR for additional personal day

# College Approach to Reopening

- A phased approach
  - In concert with local guidelines
  - Contact tracing still required
  - Masking still required
  - 50% density
  - Community partners welcomed to campus with masks and in limited numbers
  - Monthly internet stipend remains in effect

# Ensuring College Health and Safety

- Building safety
  - Pennoni recommendations
    - Barriers, social distancing, sanitizer
    - Covid captains
  - Maintenance and facilities
    - Additional disinfecting
    - Bathroom cleaning
- HVAC
  - Air handlers in Mint, Bonnell and West being tested and refurbished
  - Vents throughout campus are being tested for proper airflow and adjusted as necessary

# Schedule for Return

- Return to campus
  - Campus reopens at 50% staff/faculty capacity **August 16, 2021.**
  - Continued masking
  - Continued meetings by Zoom
  - Capacity limits through end of 2021
- Schedule communication
  - Cabinet members will work with supervisors to determine departmental schedules
  - **All schedules shared with departments by July 15.**

Community College of Philadelphia  
2021 -2022 Budget  
Impact 2025: 6 Pillars

- **The Student Experience**
- \$8.8 million has been appropriated for the continuation of the Octavius Catto Scholarship program
- Two additional full-time academic advisors
- Visiting Lecture Positions
- Ten new positions within Enrollment Management & Strategic Communications
- Six new positions along with operating expenses to support the expansion of the Center for Male Engagement

Community College of Philadelphia  
2021 -2022 Budget  
Impact 2025: 6 Pillars

- **Tuition**

- No tuition increase proposed for FY22
- No tuition increase in the last five years
- One tuition increase in the last nine years
- The College has moved from one of the highest tuition rates amongst the PA Community Colleges and is now in the middle

Community College of Philadelphia  
2021 -2022 Budget  
Impact 2025: 6 Pillars

- **Workforce Development, Readiness and Economic Innovation**
- \$500K investment to support the planned opening of the CATC
- Coordinator – Non-Credit Healthcare Programs added
- **External and Internal Community Relations**
- \$500K investment to support the College’s Marketing & Website Rebrand
- Institutional Advancement Campaign Consultant
- **World-class Facilities**
- \$300K investment to update the Facilities Master Plan
- Restore Contracted Cleaning and Security Levels to Pre-COVID

Community College of Philadelphia  
2021 -2022 Budget  
Impact 2025: 6 Pillars

- **Fiscal Stability and Sustainability**
- Stable financial position and positioning College for growth
- Salaries/Benefits 80%. All other operations 20%
- **Diversity, Equity & Inclusion**
- 5 Diversity Fellow Positions
- Diversity Consultant

*Note: Several investments to Technology, Training, Facility Upgrades and PPE funded through Higher Education Emergency Relief Funds*

*Note: RACP Proposal + The MINT Building*

**Community College of Philadelphia  
Office of Institutional Advancement  
Record of Grants and Gifts  
September 2, 2021 Meeting of the Board of Trustees**

**Summary by Source:**

Held by College	FY 2022	
	7/1/21 - 8/15/21	Fiscal Year to Date 7/1/21 - 8/15/21
Federal	\$ 3,683,615	\$ 3,683,615
State	\$ -	\$ -
Local	\$ -	\$ -
<b>Public Total</b>	<b>\$ 3,683,615</b>	<b>\$ 3,683,615</b>
Held by Foundation	7/1/21 - 8/15/21	Fiscal Year to Date 7/1/21 - 8/15/21
Corporation	\$ 24,000	\$ 24,000
Foundation	\$ 435,446	\$ 435,446
Individual	\$ 63,678	\$ 63,678
Organization	\$ 8,597	\$ 8,597
<b>Private Total</b>	<b>\$ 531,721</b>	<b>\$ 531,721</b>
<b>TOTAL</b>	<b>\$ 4,215,336</b>	<b>\$ 4,215,336</b>

\*Public grants included in table are indicated with asterisk below

**PUBLIC GRANTS SUMMARY  
Since Meeting of June 3, 2021**

**FEDERAL**

\* U.S. Department of Education awarded \$2,959,633 supplemental funding through the CARES Act for Minority Serving Institutions. The grant period is 7/7/2020 – 3/3/2022.

U.S. Department of Education awarded \$28,090,105 supplemental funding through the CARES Act for Student Allocation Higher Education Emergency Relief. The grant period is 4/21/2020 – 2/5/2022.

\* U.S. Department of Education awarded \$375,000 for year four of Child Care Access Means Parents in School (CCAMPIS). The grant period is 10/1/21 – 9/30/22. This grant will enable the College to provide a monthly childcare stipend to a minimum of 40 students per academic year, provide student-parents with assistance identifying accredited childcare providers, and coordinate childcare arrangements throughout the academic year. Student-parents participating in the CCAMPIS program will also be offered student success workshops coordinated through the College's Women's Outreach and Advocacy Center (which serves both male and female students), as well as referrals to other support services on and off campus as needed.

\* U.S. Department of Education awarded \$348,982 for year five of TRIO - Upward Bound. The grant period is 9/01/2021 – 8/31/2022. The Upward Bound program will provide 68 eligible secondary students annually with the academic skills and motivation necessary for persistence and completion of secondary and postsecondary education. The College will partner with two persistently low achieving target high schools in the School District of Philadelphia: Benjamin Franklin and South Philadelphia.

## **STATE**

Pennsylvania Department of Education awarded \$27,350 for It's On Us. The grant period is 1/01/2021 – 5/31/2022. The College's It's On Us project includes awareness training for students, faculty and staff; response systems training for sexual harassment and sexual misconduct, and an internal system for data collection

Pennsylvania Department of Labor & Industry awarded \$250,000 through their Schools to Work Grant in support of the College's Pipeline to Advanced Manufacturing Careers project (PAMC). The grant period is 6/1/2021 – 12/31/2023. PAMC is designed to create a pipeline program connecting CTE graduates to post-secondary non-credit manufacturing skill-based programs, work-based experiences preparing them for direct employment upon high school graduation and encouraging them to consider the College as a next step beyond high school.

## Community College of Philadelphia: Trustee Emerita/Emeritus Policy

- Objective:
  - To confer Trustee Emerita/Emeritus status to former Trustees in recognition of their past extensive and exemplary contributions to the Community College of Philadelphia (CCP) and as a means of keeping them affiliated with CCP, maintaining a special relationship with them and expressing gratitude for their service to CCP.
  
- Criteria for Selection:
  - The Board of Trustees; on recommendation from the Executive Committee; shall vote to grant the status of Trustee Emerita/Emeritus to retiring or former members of the Board of Trustees who have served as a Trustee with distinction, demonstrated strong CCP support and consistently and willingly fulfilled the full spectrum of Board responsibilities.
    - Quantifications to include but not limited to:
      - Committee Chair on one or more committees
      - Participation as member of one or more committees
      - Executive committee member
      - Attendance at Board meetings and other CCP/Community events
      - Participation (as appropriate) in institutional advancements efforts on behalf of CCP
      - Commitment of time well beyond the quarterly meetings
      - Other initiatives demonstrating a commitment to CCP
  - The designation of Trustee Emerita/Emeritus will be awarded on an individual basis and the award will be conferred within one year of the Trustee's leaving the Board.
  - The designation of Trustee Emerita/Emeritus will be announced in the form of a Board of Trustees resolution
  
- Emerita/Emeritus Honors:
  - Recognition by a Board resolution of Trustee Emerita/Emeritus status with a presentation of a framed resolution
  - Invitation to CCP Commencement activities and CCP Foundation special events with special seating (as available) and recognition
  - Receipt, upon request, of select campus publications
  
- Requirement
  - Post retirement, as able, Trustee shall maintain a willingness to express enthusiasm and support for CCP's mission, vision and activities. The Board of Trustees reserves the right to withdraw the Emerita/Emeritus status at any time.