

Meeting of the Board of Trustees, Thursday, April 7, 2022 - 3:00 p.m. -West Regional Center, 4725 Chestnut Street, Room 125 - Hybrid

AGENDA

(1) Meeting Called to Order

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

- (a) Continue to Update the Board on Middle States Standards by Reviewing Standard V – Educational Effectiveness Assessment
- (b) Overview of the Career and Advanced Technology Center (CATC)
- (c) Understand next steps for the College's anti-racism work

(2) Public Comment

(3) Report of the President

- (a) Recognition of Basketball Teams
- (b) Middle States Standard V – Educational Effectiveness Assessment
- (c) DEI update:
 - Anti-racism report and next steps
 - Addition of Pillar 6 to Strategic Plan
- (d) Presentation by Gold Enterprises, LLC
- (e) Resolution to add Sixth Pillar to College's 2017-2025 Strategic Plan (A)

Resolution to add Sixth Pillar to College's 2017-2025 Strategic Plan.pdf

4

- (f) Campus Updates:
 - COVID Update
 - Enrollment Update
 - Graduation Update (May 7, 2022)
- (g) Update on Positions:

- Search for Vice President for Academic and Student Success

- Senior-level vacancies

(h) Biden’s Proposed Federal Budget

(i) Foundation Report – Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller

(4) Student Outcomes Committee, March 3, 2022

March 3 2022 Student Outcomes Committee Minutes.pdf 6

(5) Workforce Subcommittee, March 3, 2022

March 3, 2022 Workforce Subcommittee Minutes.pdf 51

(6) Business Affairs Committee, March 23, 2022

(a) Financial Consultant Update

March 3, 2022 Minutes of the Business Affairs Committee.pdf 55

March 23, 2022 Business Affairs Committee Minutes.pdf 63

(7) Audit Committee, March 29, 2022

(a) 2020-2021 Uniform Guidance Report (A)

March 29, 2022 Audit Committee Minutes.pdf 93

Uniform Guidance Audit.pdf 122

(8) Consent Agenda

(a) Proceedings and Minutes of Decisions and Resolutions Meeting of March 3, 2022

March 3, 2022 Board Proceedings.pdf 208

Attachment A Support of the Student Experience.pdf 220

March 3, 2022 Minutes of Decisions and Resolutions.pdf 222

(b) Gifts and Grants

Record of Grants & Gifts (4.07.22).pdf 228

(c) Renovations to the Gym Floor

(d) Emergency Generator for the Bonnell Building (Main Campus)

(e) Multimedia Outfitting for the Career and Advanced Technology Center (CATC)

(f) Resurfacing the Parking Lot to Support the New Career and Advanced Technology Center (CATC)

(9) Report of the Chair

(a) Update on ACCT Governance Leadership Institute (GLI)

(b) New Board Member Update (Mikecia Witherspoon)

(c) Board Feedback Survey on the Committee of the Whole (Judy Gay)

(d) City Council Budget Hearing-May 4, 2022

(e) Nominating Committee

(10) New Business

(11) Next Meeting: Thursday, May 5, 2022, 3:00 p.m.

(12) Executive Session

The Board will now convene an Executive Session for an update on legal matters. The Board will not be taking any action following the Executive Session.

Future Committee Meetings

Student Outcomes Committee, Thursday, April 7, 2022
1:00 p.m.

Business Affairs Committee, Tuesday, April 19, 2022
8:30 a.m.

Workforce Subcommittee, Thursday, June 30, 2022 – 10:00 a.m.

Audit Committee TBD

Upcoming Events

Philadelphia Housing Authority Ribbon Cutting
Wednesday, April 13, 2022, 11:00 a.m. 535 North 11th Street

Nursing Pinning Ceremony, Friday, May 6, 2022, 10:00 a.m.
Bonnell Large Auditorium

Academic Awards Ceremony, Friday, May 6, 2022, 4:00 p.m.
Bonnell Large Auditorium

Commencement Ceremony, Saturday, May 7, 2022 – 10:00 a.m.
Temple Liacouras Center

Foundation Black and Gold Gala, Wednesday, June 1, 2022 – 6:30 p.m.
Vie – 600 N. Broad Street

Joint Meeting of the Foundation and Board of Trustees
Thursday, June 2, 2022 , 4:30 p.m., Pavilion Klein Cube, P2-3

BOARD RESOLUTION APRIL 7, 2022

Resolution to Add Sixth Pillar to College's 2017-2025 Strategic Plan

WHEREAS, on May 4, 2017, the Community College of Philadelphia ("the College") adopted the 2017 through 2025 Strategic Plan which included five (5) pillars;

WHEREAS, the College recognizing the importance of Diversity, Equity, and Inclusion desires to add a Sixth (6th) Pillar to the College's Strategic Plan;

NOW, THEREFORE, on this 7th day of April, 2022, the Board of Trustees for the College resolves to adopt and include the attached Sixth (6th) Pillar on Diversity, Equity and Inclusion as part of the College's 2017-2022 Strategic Plan.

Diversity, Equity, and Inclusion

Situated in the heart of the racially diverse and culturally vibrant city of Philadelphia, the College is comprised of a diverse group of students, faculty, staff, and administrators. As such, the College is committed to ensuring that diversity, equity and inclusion (DEI) is embedded in all aspects of college life, including admissions, the academic experience, employee recruitment and retention, and in its relationships with entities doing business with the College. Diversity is the presence of individuals from different backgrounds (ages, people with various abilities and disabilities, ethnicities, genders, gender identities, national origins, political affiliations, races, religions, sexual orientations, socio-economic statuses, and veterans) and experiences within the College community. Equity is the process of ensuring that processes and programs are impartial, fair and provide equal possible outcomes for all persons within the College community. Inclusion is the practice of ensuring that all who are part of the College community, including those from diverse groups and intersectional identities, feel supported, valued, respected and welcome. The College understands that its DEI pledge is honored when students and employees witness that the College exhibits this pledge not just through its words, but also its actions.

The College will undertake the continuous critical analysis of existing structures in all facets of the College, identify those that are inequitable on their face or in their application, and do the hard work necessary to dismantle those inequitable structures. The work of DEI is a continuum, and the College commits to an annual review and assessment through an equity lens of policies and procedures that affect student outcomes, employee hiring and retention, vendor proposals and agreements, and all other areas that may benefit.

Ultimately, this intentional focus will position the College to become a campus that values, promotes, and amplifies the experiences of those from traditionally underrepresented or marginalized groups in its curricula, programming, administrative policies, hiring practices, daily interactions, and activities. These concerted efforts will lead to increased student engagement, and improved retention and academic outcomes.

Strategic Directions:

- Require all departments across the College community to create Diversity Plans that, specifically address where diversity is lacking and include strategies on how each will increase, retain and support underrepresented employee groups in their departments, along with plans on how these strategies will be continually reviewed and assessed for effectiveness.
- Become an Anti-Racist College and fully implement anti-racist training for all administrators, staff and faculty.
- Implement College policies that promote equitable outcomes in the classroom and all other areas and aspects of the college experience with the goal of increasing equitable graduation and pass rates for all students.
- Encourage the use of diverse, accessible and inclusive course materials
- Increase participation of minority, disabled, or women-owned suppliers to fulfill College's procurement needs.
- Continue to develop and implement a comprehensive system of accountability and assessment around diversity, equity, and inclusion initiatives, practices and policies.

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

MINUTES

Thursday, March 3, 2022

1:00 p.m.

Zoom

Presiding: Ms. Fulmore-Townsend

Committee

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

Board

Participants: Mr. Bradley, Mr. Epps, Mr. Soileau

College

Members: Ms. de Fries, Ms. Di Gregorio, Dr. General, Dr. Hirsch, Ms. Liautaud-Watkins, Dr. Roberts, Dr. Rooney, Dr. Thomas

Cabinet

Members: Dr. Zanjani

Guests: Dr. Adanu, Dr. Carter, Mr. Coleman, Ms. Henk, Ms. Lello, Dr. Lipscomb, Ms. McGarry, Ms. Scicchitano, Dr. Shah, Dr. Shannon, Ms. Washington

(1) Executive Session

There were no agenda items for the Executive Session.

(2) Public Session

(a) Approval of the Minutes of February 3, 2022

The minutes were approved unanimously.

(b) Career and Advanced Technology Center (CATC) - The Student Experience

Dr. Hirsch provided background information on the CATC (see attached PowerPoint presentation). By building the new structure, the College can provide an open space complete with amenities that matches the quality of the College's academic programs. Ms. Washington, Executive Director of the CATC, and Ms. de Fries reiterated what Dr. Hirsch said, with Ms. de Fries explaining that the student experience was discussed extensively with the architects and how to allow the activities within the building to be easily visible to those both in and outside the building. It is important for students to see the institution is not just providing class-based instruction, but also hands-on skills-based training. The building encompasses collaborative and

individual work spaces and provides faculty offices near the innovation spaces. The space will be open until 10 pm at least during the week, open on the weekends, and potentially open more for shift work that partners may have. Dr. Rooney explained the extensive marketing planned; they have been preparing television ads, posters for high schools, mailers, an entire cadence of communications to the press, and there is already a web presence. Communication strategies address the community at large and also areas employers. Dr. Generals noted that he has spoken with many industries in the Delaware Valley, in addition to regular communications with SEPTA and other automotive employers. Ms. McPherson said that she could provide additional contacts, and Mr. Soileau said the media plan should be shared with the Board members so that they can amplify the message.

Dr. Carter discussed the role of the automotive technology programs in the CATC and how they intersect with advanced manufacturing programs (such as Welding) also housed in the building. She also mentioned the new automotive programs, including Toyota T-TEN, Alternative Fuels proficiency certificates, and the Medium-Heavy Truck programs. Local Toyota dealers have already offered to host over 45 students at their locations; with cohorts of 20 students, that provides spots for students in the first three years of the program. The new facility also allows students to focus on new autonomous and connected transportation technologies. Regarding compensation, Dr. Carter explained that students take ASE exams throughout the program, which can result in an average annual salary of \$55,000 (which is a conservative estimate). Toyota has said that they have graduates who within two years of finishing the program and continued training were making \$100,000. Now that the College has more space for experiential learning, the labs will simulate the real-world environment with equipment that graduates will be using in their future careers. With the new facilities, the program has been able to add partnerships; they already had Ford as a partner, Nissan and Subaru have already signed on, and the program is now vetting the Mopar group (GM, Fiat, etc.).

In regards to high school students, career-technical education programs and workforce readiness, it was noted that the College already works with the Philadelphia School District. The College's programs could be options not just for CTE students, but also students at comprehensive high schools; the marketing pipeline will focus on both. There will be regular outreach to and discussions with area high schools.

(c) CCRC KPI Data for Guided Pathways

This topic was postponed to the April meeting.

(d) Enrollment Trends

Dr. Adanu, Associate Vice President of Institutional Effectiveness, and Dr. Lipscomb, Associate Vice President for Enrollment Management, presented on enrollment trends (see attached PowerPoint presentation). Dr. Adanu provided the

context for both national trends and for Pennsylvania. Enrollment at Pennsylvania community colleges declined across the board from Fall 2011 to Fall 2020 by 27.7%, compared to 30.8% for Community College of Philadelphia. Nationwide, enrollment at large urban 2-year institutions fell by 24.8%; only three community colleges, all located in Texas, had increased enrollment. It was noted that, for the most part, four-year institutions have also seen decreased enrollment during this time period. Dr. Adanu provided 6-year enrollment data for programs at the College. Dr. Lipscomb discussed strategies to address enrollment going forward, including increasing yield. These include focusing on high-priority occupations, recruitment by Academic Pathway, stop-outs, Liberal Arts students and students who might not be sure of their major. High-priority programs are those with high applicant and enrollment numbers, such as Business programs, Health Care Studies, and Nursing. They are exploring how to shift students interested in these majors into other programs. They are making the transition from program-based recruitment events to a Pathways-based recruitment model, with Pathways-focused materials. Committee members indicated interest in seeing regular updates on the success metrics.

(e) Health and Life Science Building

Dr. Shah, Dean of the Math, Science, and Health Careers division, explained the ideas behind establishing an integrated health and life sciences building. New health care pedagogy revolves around real-world situations and simulations; to provide this, adequate labs are needed for all students. The pedagogy has changed with the Nursing program to a much more integrated approach; this new building would support moving this program forward even more. Dr. Hirsch noted that this building would share the same principles as the CATC: a structure characterized by openness that would be inviting to students. A goal is to break down brick barriers and have a building where one can look in and get a real sense of what health programs are about and how the College is preparing students for these fields. For example, while the College has the only Dental Hygiene program in the City and a full dental clinic, the clinic is difficult to find. With academic program reviews, there has been a common question for health care programs about how clinical space is needed for expanding programs; this new building will help address that issue. Dr. Generals explained that the Business Affairs committee is bringing forth a resolution to endorse the initial step of accepting state federal dollars.

(f) New Business

There was no new business.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for April 7th at 1:00 p.m.

Attachments:

Minutes of February 3, 2022

Pre-College STEM Programming at Community College of Philadelphia
Industry List in Pharma & Chem Areas
Career and Advanced Technology Center-CATC Presentation
Enrollment Trend Data Presentation
Student Outcomes Agenda Calendar

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

MINUTES

**Thursday, February 3, 2022
1:00 p.m.
Zoom**

Presiding: Ms. Fulmore-Townsend

Committee

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

Board

Participants: Mr. Epps

College

Members: Ms. de Fries, Dr. General, Dr. Hirsch, Ms. Liautaud-Watkins, Dr. Roberts, Dr. Rooney, Dr. Thomas

Cabinet

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

Guests: Dr. Adanu, Ms. Austin-Johnson, Ms. Barbano-Maxwell, Ms. Gordon, Mr. Miskiel, Dr. Shah

(1) Executive Session

There were no agenda items for the Executive Session.

(2) Public Session

(a) Approval of the Minutes of January 6, 2022

The minutes were approved unanimously.

(b) Academic Program Review: Chemistry (A.S. Degree)

Dr. Shah, dean of the Math, Science, and Health Care division, explained that as this program has transitioned from an earlier version, the program has held steady with enrollments while other programs have seen decreases in enrollments. A strength of the program is its focus on instrumentation and hands-on skills. There is potential to grow the program in the coming years. Assistance from the Board in connecting students to chemistry-related employers, like the pharmaceutical industry, and therefore creating a pipeline would help with this.

Mr. Miskiel, department head for Chemistry, echoed Dr. Shah's statement that the program's instrumentation in labs is cutting edge and allows students to gain hands-on experience. With the pivot to online learning because of COVID-19, students who normally would not be able to come to campus as needed for fully in-person sections have been able to complete coursework online. The program is considering offering more hybrid classes with in-person labs in the next few years, expanding this from introductory courses to upper-level courses. Mr. Miskiel mentioned the pipeline to further education that the A.S. degree allows, in addition to possible outreach to local high schools. Ms. Gordon, of the Office of Assessment and Evaluation, noted that this is the first Academic Program Review for the program, which was first offered in 2016 after the A.A.S. degree in Chemical Technology was closed (per recommendations from that program's review). Ms. Gordon highlighted that program enrollment had increased or held steady until Fall 2020 (which was expected); fall-to-spring and fall-to-fall retention rates were higher than the College average; and the program had higher percentages of students who have earned more than 24 college-level credits and who are in good standing compared to the College average. Almost half of the program students have transferred. Some of these students left with 45+ credits without graduating; the program is considering strategies to address this. In regards to assessment, as the department integrates more into the assessment software AEFIS, the Office of Assessment and Evaluation wants to work with the program to increase the functionality of the assessments it undertakes.

It was noted that while females initially made up 14% of the students when the program began in Fall 2016, by Fall 2020 females comprised 78% of the program's students. Dr. Shah noted that the number of males who are science-ready is a challenge and they are still developing means to alert males to workforce opportunities. He also said that the program plans to have outreach efforts in the next year or two, as COVID-19 permits. Dr. Shah has been reaching out to CEOs in the field in the area and will provide a list of local employers/companies to the Board. The Board will look at their collective networks to further connect the program to local employers.

Action: The Student Outcomes Committee unanimously recommended that the Board of Trustees accept the program review for the Chemistry program with approval for five years.

(c) Pre-College STEM Initiatives

Dr. Thomas explained that a spark for the pre-college STEM initiatives was Amazon's search for a second headquarters. Amazon asked about pipelines from middle schools and high schools; Philadelphia was not able to answer affirmatively as other cities did. Ms. Barbano-Maxwell, Director of K-16 Partnerships, began the presentation by discussing that these initiatives align with two strategic plan pillars: Workforce Development, Readiness and Economic Innovation, and External and Internal Community Relations. Program highlights included summer camps, STEM experiences, and real-world/hands-on learning for middle school and high school

students. All events except for the first were virtual. Ms. Austin-Johnson, STEM Pre-College Experience Specialist, provided participant numbers, such as 1,108 students in grades 6-8 and 302 students in grades 9-12. Participating schools were from across the City, representing a variety of socioeconomic levels, and included local, charter, and magnet schools.

Offerings in 2020 included a STEM Goes Red event, a mobile tutoring app, and two virtual summer camps. The first summer camp covered math in the morning and then virtual worlds in Minecraft in the afternoon. At the second summer camp, students learned how to develop apps using an MIT tool; from that work, two students uploaded their apps to an app store. In 2021, programming included *Introduce a Girl to Engineering* career awareness event, at which CCP faculty presented on programs at the College and transfer opportunities (the second iteration is to take place February 12). A virtual afternoon program was focused on renewable energy and had students build virtual towns in Minecraft. There were two 3-week virtual summer camps, both focusing on space and including the creation of a space invasion app game. At the *Minority Men in Medicine* career awareness event, three minority doctors spoke with approximately 85 young Black and Latino men from across the City. About 300 students from across City, working in teams, took part in five virtual *International Hour of Code* Minecraft events. The pre-College STEM program has received media coverage. Going forward, they are looking for funding to continue and expand their offerings. They plan to offer in 2022 four STEM Career Exposure Events, a summer camp that will be in-person at the Northwest Regional Center, and a CATC Afterschool STEM Program (which is supported by a grant from the Lenfest Foundation). Looking beyond this year, the program plans to have summer camps at the Main Campus and Regional Centers by 2025; a Jr. STEM Ambassadors program and resource newsletter sent to area middle and high schools; and a future partnership with iPraxis for middle school science fairs.

In response to questions from Board members, Ms. Austin-Johnson explained that to involve current college students in large events, they work with Michelle Lopez, the Manager for the Institute for Community Engagement and Civic Leadership. For example, College students facilitated break-out rooms during virtual events; these students were therefore also able to interact with professionals in the break-out rooms. Ms. Barbano-Maxwell explained that they had originally planned to have everything in person and connect CCP students with events; they are hoping to hire students to help with upcoming summer camps and on-campus in-person events. In regards to expansion and financial supports, Dr. Thomas noted that they need to map out the costs to take this to scale, to see where gaps exist, and to consider how to fill those gaps. He has also discussed with Dr. Shah how to further engage the pipeline, bringing Biology and Chemistry into the activities.

(d) Review of Student Outcomes Committee Agenda Calendar

Dr. Hirsch explained how he and Ms. Fulmore-Townsend went through the calendar of meetings to determine topics. At the Committee of the Whole meetings, they scheduled topics that would be of interest to the entire Board. Program reviews have

been scheduled for other months, allowing for some fluctuation. Topics for the March Committee of the Whole include a brief periodic Catto update (allowing time for questions); enrollment (including trends pre-, during-, and post COVID); the latest CCRC KPI data; and a presentation about the CATC and what it will mean for the student experience. In response to a question from Ms. Fulmore-Townsend, Ms. Ireland suggested that a comprehensive discussion of workforce issues could be added to the calendar. Dr. Generals indicated it would be possible to have a high-level discussion about workforce; Ms. Fulmore-Townsend will discuss with Dr. Hirsch for what meeting this should be scheduled. Updated calendars will be included in packets for future meetings.

(e) New Business

There was no new business.

Next Meeting

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

Attachments:

Minutes of January 6, 2022

Academic Program Review: Chemistry

SOC Agenda Calendar

Pre-College STEM Programming at Community College of Philadelphia

Industry List in Pharma & Chem Areas



Pre-College STEM Programming at Community College of Philadelphia

Stephanie Austin-Johnson, STEM Pre-College
Experience Specialist

Megan Barbano-Maxwell, Director, K-16 Partnerships
Division of Strategic Initiatives & Community Engagement

SUCCESS STARTS HERE

Community College *of* Philadelphia

Mission

To build and strengthen the pipeline between the City's K-16 community, the College, and local STEM industry partners and professionals by providing real-world, hands-on learning aimed at developing in students, the skills necessary for success in post-secondary STEM education and careers.

- Aligns with the College's Strategic Plan pillars of *Workforce Development, Readiness and Economic Innovation* and *External and Internal Community Relations*

Program Highlights

Student Participation by the Numbers

- 1108 students in grades 6-8
- 302 students in grades 9-12
- 73 middle and high schools
 - 60 Middle schools
 - 13 High Schools
- Citywide student participation

Program Highlights

2020

- Storm Surge STEM Exposure event
- STEM presentation for the American Heart Association STEM Goes Red
- Two 2-week virtual summer camps
 - Minecraft World and Awesome Apps
- Three Virtual Renewal Energy Digital Escape Room events

Program Highlights

2021

- *Introduce a Girl to Engineering* career awareness
- 5-week virtual afterschool Minecraft program focusing on renewable energy
- Two 3-week virtual summer camps
 - Mission Space & the ISS and Mobile Game Creator
- *Minority Men in Medicine* Career Awareness virtual event
- 5 virtual *International Hour of Code* Minecraft events

Media Highlights



KYW NEWSRADIO · NEWS | LOCAL

Community College of Philadelphia program introduces high school girls to engineering

SOFTWARE DEVELOPMENT

Aug. 24, 2020 12:27 pm

Magic 8-Balls, mini golf and trivia: 5 cool apps created by middle schoolers

Students flexed their coding muscles at a recent Community College of Philadelphia STEM Academy demo day.



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CCP STEM camps help middle school students learn about space



KYW NEWSRADIO · NEWS | LOCAL

Community College of Philadelphia presents college science experience for middle schoolers

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Community College *of* Philadelphia

Future Program Plans

- Continued pursuit of funding to expand current and future Jr. STEM initiatives
- Program support for GEAR UP grant (projected start-Fall 2022)
- 4 STEM Career Exposure Events for 2022
- Summer camp (late summer 2022): In-person at NWRC and continuation of virtual camp
- CATC Afterschool STEM Program (projected start- Fall 2022): supported by \$215K grant from the Lenfest Foundation.

Future Program Plans

- Summer camps at Main Campus and Regional Centers by 2025
- Jr. STEM Ambassadors Program
- Four (4) STEM Career Awareness events per year
- Jr. STEM Academy resource newsletter
- Supporting iPraxis middle school science fairs to engage a cadre of STEM professional volunteers to mentor students during science fair projects.

Experienced Employee: Teva Pharmaceuticals in Florida was a decent place to work. The pay was fair and the environment was excellent. The people were amazing. Management could look after their people more.[Read 3 Review](#)

Pharmaceuticals Industry

— Employees

[View Nearby Homes](#)

Trevena Inc.

1018 WEST 8TH AVENUE, SUITE A

KING OF PRUSSIA, PA

Pharmaceuticals Industry

— Employees

[View Nearby Homes](#)

Zynerba Pharmaceuticals

80 W LANCASTER AVENUE #300

DEVON, PA

Pharmaceuticals Industry

— Employees

[1. View Nearby Homes](#)

[4. Review Your Company](#)

[7. Review Your Company](#)

Madrigal Pharmaceuticals

200 BARR HARBOR DRIVE SUITE 400
WEST CONSHOHOCKEN, PA

Pharmaceuticals Industry
— Employees

View Nearby Homes

Marinus Pharmaceuticals Inc.

170 N RADNOR CHESTER RD
RADNOR, PA

Pharmaceuticals Industry
— Employees

View Nearby Homes

Onconova Therapeutics

375 PHEASANT RUN
NEWTOWN, PA

Pharmaceuticals Industry
— Employees

View Nearby Homes

ProPhase Labs

621 N SHADY RETREAT ROAD
DOYLESTOWN, PA

Pharmaceuticals Industry
— Employees

View Nearby Homes

Recro Pharma

490 LAPP ROAD
MALVERN, PA

Pharmaceuticals Industry
— Employees

View Nearby Homes

Teva Pharmaceutical Industries Limited

1090 HORSHAM RD
NORTH WALES, PA
Rating 4 out of 5 3 reviews

[Pharmaceuticals Industry](#)
[— Employees](#)

[View Nearby Homes](#)

[Endo International](#)

[1400 ATWATER DRIVE](#)
[MALVERN, PA](#)

[Pharmaceuticals Industry](#)
[— Employees](#)

[View Nearby Homes](#)

[Fibrocell Science](#)

[405 EAGLEVIEW BOULEVARD](#)
[EXTON, PA](#)

[Pharmaceuticals Industry](#)
[— Employees](#)

[View Nearby Homes](#)

[Innocoll](#)

[3803 WEST CHESTER PIKE](#)
[NEWTOWN SQUARE, PA](#)

[Pharmaceuticals Industry](#)
[— Employees](#)

[View Nearby Homes](#)

[Intec Pharma Limited](#)

[102 ROCK RD](#)
[HORSHAM, PA](#)

[Pharmaceuticals Industry](#)
[— Employees](#)

[View Nearby Homes](#)

[KannaLife Sciences](#)

[3805 OLD EASTON ROAD](#)
[DOYLESTOWN, PA](#)

[Pharmaceuticals Industry](#)
[— Employees](#)

[View Nearby Homes](#)

Lannett

13200 TOWNSEND ROAD
PHILADELPHIA, PA
Rating 4 out of 5 1 review

Intern / Student Worker: It was a good company to work for but had limited availability for growth within the company. Many extremely talented employees though Seymour, Indiana location is not ideal. Company is makingRead 1 Review

Pharmaceuticals Industry
— Employees

View Nearby Homes

PCI Pharma Services

3001 RED LION RD
PHILADELPHIA, PA
Rating 4 out of 5 3 reviews

Manager / Director: I have worked at PCI for over 20 years. There have been a number of owners over the years, but the core of the business remains the same. Good people who work hard with core values of customerRead 3 Review

Pharmaceuticals Industry
1,000-9,999 Employees

View Nearby Homes

Actavis

1090 HORSHAM RD
NORTH WALES, PA
Rating 4 out of 5 1 review

Experienced Employee: Love working here, management is great. Best place to work. Everyone is caring and warm. At least at the research and development department.Read 1 Review

Pharmaceuticals Industry
100-999 Employees

View Nearby Homes

Noramco


500 SWEDES LANDING RD
WILMINGTON, DE
Rating 3 out of 5 1 review

Pharmaceuticals Industry
20-49 Employees

View Nearby Homes

Aclaris Therapeutics

SUITE 400, 101 LINDENWOOD DRIVE
MALVERN, PA


[AmerisourceBergen](#)

[1300 MORRIS DRIVE](#)
[CHESTERBROOK, PA](#)
[Rating 4.2 out of 5 30 reviews](#)

[Experienced Employee: I love working for this company! My boss always has a smile on his face and is very helpful. They want you to succeed in life, so they work with you to be the best you can.](#)[Read 30 Reviews](#)

[Pharmaceuticals Industry](#)
[10,000+ Employees](#)

[View Nearby Homes](#)

[Ashfield Healthcare](#)

[1100 VIRGINIA DRIVE](#)
[FORT WASHINGTON, PA](#)
[Rating 4.33 out of 5 3 reviews](#)

[Experienced Employee: This was a good company to work for, they are supportive of their employees and the salaries are an added bonus. Employees have the freedom to work from home a few days a week after six months of](#)[Read 3 Reviews](#)

[Pharmaceuticals Industry](#)
[100-999 Employees](#)

[View Nearby Homes](#)

[McNeil Consumer Healthcare](#)

[7050 CAMP HILL RD](#)
[FORT WASHINGTON, PA](#)
[Rating 5 out of 5 1 review](#)

[Health Care, Pharmaceuticals Industry](#)
[— Employees](#)

[View Nearby Homes](#)

[Janssen Biotech](#)

[800 RIDGEVIEW DRIVE](#)
[HORSHAM, PA](#)
[Rating 4 out of 5 1 review](#)

[Experienced Employee: Taking this job has been a fantastic stepping stone for my career. I came direct from the clinical setting and was unsure about a career in pharmaceuticals. The sectors in this company are very](#)[Read 1 Review](#)

[Health Care, Pharmaceuticals Industry](#)
[— Employees](#)

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Student Outcomes Committee- CATC Presentation



SUCCESS STARTS **HERE**

Community College *of* Philadelphia

Career and Advanced Technology Center

CATC

The Student Experience

Four Core Areas of Focus

- Building Design
- Programming
- Community Outreach and Accessibility
- Employer Engagement

Student Experience: Building – Before & After



SUCCESS STARTS HERE

Community College *of* Philadelphia

Student Experience: Building – State of the Art

- Open Concept - Internal and External
 - Creates community environment
 - Invites the community into the CATC by demonstrating the programs and expertise inside
- Flexible Spaces - Several rooms can be used for credit and non-credit; multi-purpose
- Building Design - Intentional design promotes collaboration;; innovation spaces

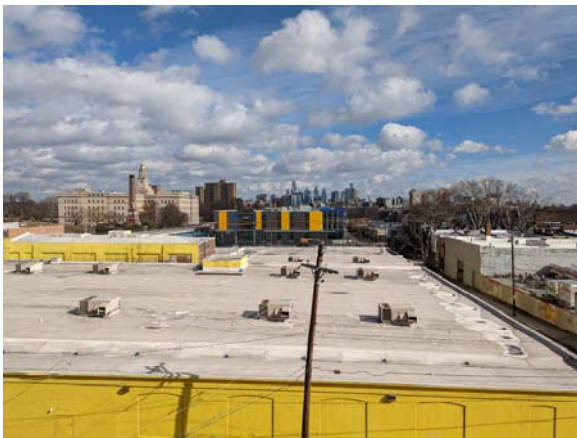


Student Experience: Program Design

- **Synergies** - Transportation Technology and Advanced Manufacturing programs
- **New Programming:**
 - Toyota T-TEN
 - Alternative Fuels
 - Medium & Heavy Truck Technologies
- **Experiential learning opportunities** - Labs are built into the classroom to simulate real-world environments/hands-on approach
- **Industry Partnerships** – Ford, Nissan and Subaru – Expanded automotive partnerships will create career and experiential learning opportunities for students; Rhoads Partnership with Welding pre-apprenticeship.



Community Engagement



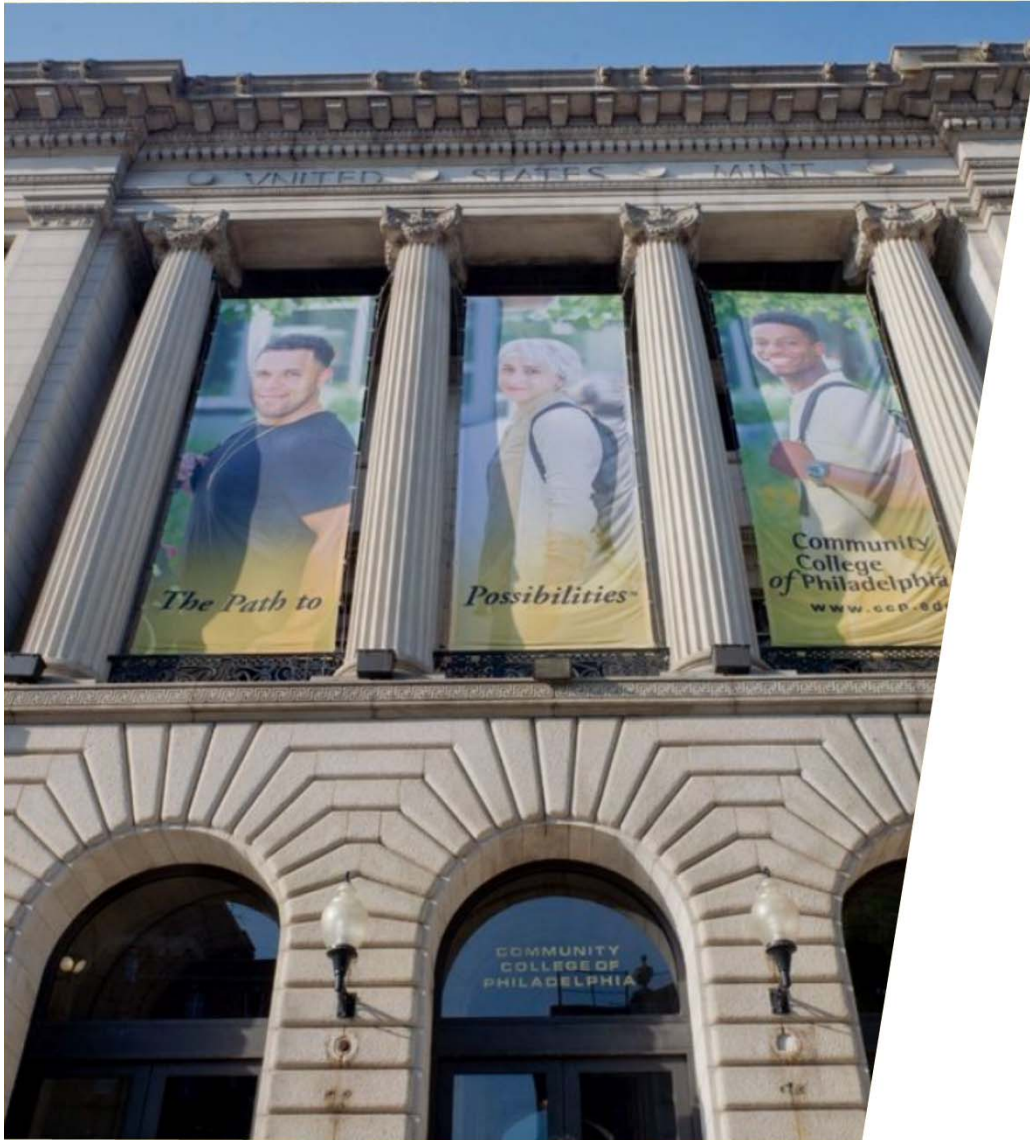
- **Open Glass Concept** - Encourages external community engagement (prospective students can see themselves in our programs).
- **CATC Community Programs** - Designed to invite the community (school-aged children, adults and small businesses) into the building to take advantage of our services.
 - Power Up
 - STEM Academy
 - Fab Lab
- **Visual to the Community** – You can see CATC from the El Train/Septa Station. From every angle, you can see the innovative programming taking place.

Employer Outreach and Accessibility

- **Transportation Tech Program** - Industry partnerships were made easier due to larger, innovative facility and programming (Toyota, Subaru and Nissan)
- **Manufacturing Programs** - Employers more likely to invest due to new state of the art facility, advanced manufacturing programs and having our own facility.
 - Partnerships are being established and/or expanded (i.e - electro-mechanical labs have opened-up partnership opportunities with Leonardo, Rhoads, Philly Shipyard and the Navy Pipeline Initiative
- **Health Care** – CATC creates opportunities to link our healthcare programs to larger Health Systems
 - CHOP and Penn Medicine/Dental
- **Employer Training Opportunities for Industry Partners** - Creating additional revenue opportunities.

Thank You





BOT Student Outcomes Committee Enrollment Trend Data Presentation

March 3, 2022

SUCCESS STARTS HERE

Community College *of* Philadelphia

Agenda

- Community college enrollments in Pennsylvania
- Community college enrollments nationally
- CCP enrollments by program
- Recruitment strategies

Enrollment trends for PA Community Colleges

IPEDS Fall Enrollment Trend for Pennsylvania Community Colleges and Community College of Philadelphia

Institution Name	Fall 2011	11-12 % Change	Fall 2012	12-13 % Change	Fall 2013	13-14 % Change	Fall 2014	14-15 % Change	Fall 2015	15-16 % Change	Fall 2016	16-17 % Change	Fall 2017	17-18 % Change	Fall 2018	18-19 % Change	Fall 2019	19-20 % Change	Fall 2020	10 Year % Change 11 and 20
Community College of Philadelphia	19751	-4.2	18920	0.8	19063	0.3	19119	-0.8	18966	-4.4	18126	-4.6	17296	-3.6	16672	-4.1	15996	-14.5	13672	-30.8
PA Community Colleges	125183	-0.8	124171	-4.5	118590	-4.6	113116	-3.8	108785	-2.0	106649	-2.2	104352	-1.5	102819	-2.2	100508	-10.0	90453	-27.7
Community College of Allegheny County	20430	-4.2	19567	-6.8	18229	-5.9	17153	-5.5	16205	-0.7	16092	0.3	16147	-0.4	16086	-0.3	16031	-17.6	13217	-35.3
Community College of Beaver County	2723	-5.9	2562	-8.9	2335	-3.4	2255	2.1	2303	3.0	2373	5.8	2510	-10.2	2254	-4.7	2147	-20.2	1713	-37.1
Bucks County Community College	10300	-0.5	10252	-3.6	9880	-9.1	8979	-4.1	8611	-4.4	8232	-3.9	7912	-1.9	7761	-3.6	7480	-6.6	6988	-32.2
Butler County Community College	4164	-7.2	3864	-4.6	3686	-3.1	3570	0.1	3573	-2.2	3496	-4.5	3338	-1.0	3305	-3.9	3176	-6.0	2984	-28.3
Delaware County Community College	13248	-1.5	13051	1.1	13198	-5.6	12459	-5.8	11742	-2.4	11457	-3.7	11030	2.6	11314	-5.4	10703	-6.7	9989	-24.6
Harrisburg Area Community College	22595	-2.9	21945	-5.3	20780	-2.6	20230	-5.5	19121	-1.5	18837	-0.8	18681	-3.2	18081	-3.6	17422	-11.7	15376	-31.9
Lehigh Carbon Community College	7710	-5.0	7323	-2.7	7128	-4.9	6779	-0.6	6738	-1.8	6620	5.1	6956	2.2	7109	-3.7	6843	-9.3	6205	-19.5
Luzerne County Community College	6779	-3.0	6579	-2.6	6411	-5.6	6049	-4.3	5788	-2.1	5669	-5.5	5360	-7.0	4984	-1.3	4920	-9.5	4454	-34.3
Montgomery County Community College	10735	27.1	13645	-3.8	13122	-2.4	12805	-3.4	12372	-7.2	11480	-9.5	10392	0.6	10451	-1.4	10309	-4.7	9827	-8.5
Northampton County Area Community College	11350	-2.9	11018	-3.2	10666	-1.3	10531	-2.5	10269	-2.0	10067	-1.5	9921	-1.5	9769	0.3	9800	-8.7	8951	-21.1
Reading Area Community College	5175	-7.4	4791	-5.3	4538	-7.5	4198	-2.6	4090	0.7	4117	2.2	4207	-0.2	4199	1.9	4280	-8.3	3924	-24.2
Westmoreland County Community College	6943	-5.4	6571	-7.1	6104	-7.6	5638	-2.1	5517	0.7	5554	-8.5	5084	-4.6	4848	-4.2	4645	-5.9	4369	-37.1
Pennsylvania Highlands Community College	3031	-0.9	3003	-16.3	2513	-1.7	2470	-0.6	2456	8.1	2655	6.0	2814	-5.5	2658	3.5	2752	-10.8	2456	-19.0

Enrollment Trends for Large, Urban 2-year

IPEDS Unduplicated Enrollment Trend (Not FTE) for Large Urban Public Community Colleges

Institution Name	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	10 Yr Change	10 Year % Change
Community College of Philadelphia	19,751	18,920	19,063	19,119	18,966	18,126	17,296	16,672	15,996	13,672	-6,079	-30.8
Large, Urban Public Two Year Colleges Average Enrollment	19,829	18,656	18,162	17,707	17,289	16,898	16,672	16,350	16,357	14,908	-4,921	-24.8
Mesa Community College	25,695	25,024	23,678	22,711	21,491	20,508	20,424	20,387	20,351	16,948	-8,747	-34.0
Pima Community College	36,969	32,988	30,082	28,070	26,880	24,956	24,347	19,594	19,512	15,544	-21,425	-58.0
City College of San Francisco	34,558	30,106	26,706	23,610	23,391	21,189	26,299	27,008	24,441	19,707	-14,851	-43.0
Cosumnes River College	14,796	14,143	13,949	14,467	14,398	14,010	14,120	14,193	14,398	14,667	-129	-0.9
Irvine Valley College	13,254	13,208	13,362	13,157	13,183	14,147	13,395	13,052	12,812	12,199	-1,055	-8.0
Los Angeles Pierce College	20,506	19,938	20,080	21,034	20,767	20,618	19,152	18,799	18,765	17,521	-2,985	-14.6
Los Angeles Trade Technical College	15,516	13,749	13,879	14,688	14,650	14,606	13,587	14,001	13,094	11,285	-4,231	-27.3
Los Angeles Valley College	18,789	18,640	18,762	18,641	18,838	18,643	17,226	17,602	16,982	15,957	-2,832	-15.1
Los Angeles City College	21,028	20,385	19,635	18,756	18,825	17,661	15,849	15,865	14,937	14,800	-6,228	-29.6
San Joaquin Delta College	19,495	17,002	17,629	18,572	17,895	18,102	17,849	18,209	18,533	18,224	-1,271	-6.5
Southwestern College	20,409	18,362	19,591	19,000	18,716	18,727	18,413	18,569	19,231	17,621	-2,788	-13.7
Hillsborough Community College	28,329	27,754	26,590	27,298	26,571	27,061	27,626	23,183	22,404	19,532	-8,797	-31.1
Bluegrass Community and Technical College	14,200	13,218	12,365	10,952	10,388	9,940	9,478	9,525	10,143	10,180	-4,020	-28.3
Jefferson Community and Technical College	15,085	14,346	13,498	13,550	12,138	11,902	12,250	11,699	12,560	12,196	-2,889	-19.2
Delgado Community College	20,436	18,096	18,698	17,152	16,131	15,110	14,239	14,258	14,140	13,251	-7,185	-35.2
Wayne County Community College District	20,440	18,176	18,119	16,310	16,654	16,822	14,806	14,957	14,436	10,748	-9,692	-47.4
CUNY Kingsborough Community College	19,261	18,934	18,634	17,758	17,032	15,968	15,034	15,051	15,443	15,116	-4,145	-21.5
CUNY LaGuardia Community College	18,623	19,287	19,564	20,231	19,582	19,456	19,373	19,300	18,555	16,971	-1,652	-8.9
CUNY Queensborough Community College	16,837	15,711	16,291	16,182	15,493	15,569	15,400	15,411	14,035	12,405	-4,432	-26.3
Central Piedmont Community College	19,840	19,498	20,198	19,957	19,394	19,487	19,100	18,824	18,646	16,668	-3,172	-16.0
Cuyahoga Community College District	30,853	29,701	27,910	27,084	25,449	23,987	23,900	23,440	23,655	18,754	-12,099	-39.2
Oklahoma City Community College	14,941	14,176	13,491	13,444	13,072	12,557	12,342	12,039	12,029	12,227	-2,714	-18.2
Tulsa Community College	20,154	19,557	18,640	17,861	17,160	17,135	16,897	16,475	16,407	15,568	-4,586	-22.8
Community College of Allegheny County	20,430	19,567	18,229	17,153	16,205	16,092	16,147	16,086	16,031	13,217	-7,213	-35.3
Del Mar College	12,071	11,030	10,502	10,439	10,852	11,689	11,476	11,867	12,008	10,678	-1,393	-11.5
St Philip's College	10,710	10,313	10,238	10,514	11,198	11,604	12,050	11,590	12,962	12,696	1,986	18.5
San Antonio College	25,567	23,134	23,004	21,280	20,640	19,028	19,385	17,573	19,499	19,231	-6,336	-24.8
Milwaukee Area Technical College	19,480	18,118	17,961	16,712	15,186	14,902	13,587	15,278	14,482	12,618	-6,862	-35.2
Georgia State University-Perimeter College	26,996	23,619	21,123	21,371	21,088	18,727	18,732	18,487	18,573	17,383	-9,613	-35.6
Palo Alto College	9,163	8,568	8,427	8,376	8,671	9,108	9,368	9,852	10,763	11,193	2,030	22.2
Chandler-Gilbert Community College	14,030	14,653	14,399	14,500	14,654	14,630	14,906	14,728	15,585	13,395	-635	-4.5
Northwest Vista College	16,067	15,992	15,965	15,797	16,656	16,793	16,752	16,293	18,010	18,542	2,475	15.4

CCP Enrollment Trends by Credit Program

Unduplicated Headcount by First Major in Program, Academic Year 2016-2017 to 2021-2022

Major/Program	AY16-17	AY17-18	AY18-19	AY19-20	AY20-21	AY21-22
Accounting	358	312	302	245	231	184
Acct. Paraprofessional PC	19	23	27	22	26	27
Acting Proficiency Certificate	6	1	1	1	3	1
Adv. Auto Repair Prof. PC						1
Advance at College*	570	923	896	433	82	14
Advanced Tech @ College	1					
Applied Engineering Technology						82
Applied Sci & Engr Tech	87	86	103	86	97	54
Architectural Visualization PC		2	7	6	6	6
Architecture	34	35	50	96	116	112
Art and Design	118	127	270	353	304	278
ASL/English Interpreting	42	41	39	41	31	23
ASL-INT I PC				3	9	9
Auto Service Proficiency Cert	3					
Auto Tech-Auto Mngt & Mktg Op	3	2	1	2	1	
Auto Tech-Auto Svc Tech Op	117	72	41	16	6	5
Automotive Service I PC		5	8	5	6	11
Automotive Service II PC						1
Automotive Technology		33	62	64	46	59
Behavioral Health/Human Serv	924	829	745	621	454	393
Biological Sciences					39	78
Biology	89	117	168	159	165	121
Biomed Tech Proficiency Cert	5	2	2	1	1	1
Biomedical Equip Tech I PC	31	25	23	34	22	12
Biomedical Equip Tech II PC	1		1	2	2	1
Biomedical Equipment Tech						4
Biotechnology Proficiency Cert	5	1				
Black Studies				7	8	5
Business	945	466	242	105	45	21
Business - Accelerated			10	24	11	5
Business - General		912	1578	1725	1506	1210
Business Administration	1386	908	427	183	79	36

*Advance at College students now merged into major populations

Enrollment trends by credit program

Unduplicated Headcount by First Major in Program, Academic Year 2016-2017 to 2021-2022

Major/Program	AY16-17	AY17-18	AY18-19	AY19-20	AY20-21	AY21-22
Business Leadership			1	28	59	77
Business Leadership PC				8	4	2
Business Transfer/Temple	1	2				
Chemical Technology	24	13	5	4	2	
Chemistry	10	37	50	46	41	28
Clinical Assistant Prof. Cert.	30	28	15	6	2	
Clinical Laboratory Technician	44	28	4	1	1	
Communication Studies Program	292	287	230	174	139	109
Comp Info Sys/Comp Prog	2	1				
Comp Info Sys/Information Tech	626	714	827	790	716	599
Comp Info Sys/Internet Oper	1	1	2			
Comp Info Sys/PC App	1					
Computer Programming I PC				38	34	42
Computer Programming II PC					2	
Computer Science	141	145	164	218	207	194
Construction Management	104	100	105	85	78	66
Corp Social Responsibility PC				1	1	1
Creative Writing Cert	34	25	21	31	33	24
Criminal Justice				237	350	341
Culinary Art II PC			1		3	1
Culinary Arts	269	201	165	144	94	85
Culinary Arts I PC		8	13	9	6	6
Culinary Arts Proficiency Cert	5	4	1			
Culture Science & Technology	4078	1939	930	404	193	87
Cybersecurity		55	101	118	142	128
Cybersecurity I Prof. Cert.		1	11	14	16	12
Cybersecurity II Prof. Cert.			1			
Data Processing	1					
Data Science Proficiency Cert.					8	8
Dental Hygiene	57	61	67	69	70	49
Diagnostic Medical Imaging	48	37	44	41	57	41
Digital Image Proficiency Cert	2		3	2	4	

Enrollment trends by credit program

Unduplicated Headcount by First Major in Program, Academic Year 2016-2017 to 2021-2022

Major/Program	AY16-17	AY17-18	AY18-19	AY19-20	AY20-21	AY21-22
Digital Investigations PC					2	
Digital Video Production	126	135	127	132	90	92
Digital Video Production PC	6	5	16	15	12	12
Early Childhood Education PC		2	13	22	16	6
Ed Early Child-birth-4th grade	602	651	637	569	547	439
Education - Middle and Sec Lvl						32
Electronic Discovery PC	2		3	2		1
Engineering Science	110	104	111	103	103	81
English	236	202	204	174	135	114
Entrepreneur. & Small Bus PC						5
Entrepreneurship PC	5	5	11	18	22	10
Facilities Management				8	12	9
Fashion Merchandising & Mktg				38	45	38
Fashion Ret Sales & Cus Svc PC				1	1	1
Finance	2	3	1			
Fire Sci and Public Safety PC					3	3
Fire Science	33	42	29	17	17	13
Gateway to College*	117	103	116	74	20	5
Guest Student	736	579	1350	620	267	72
Health Care Studies	2235	3863	4973	5036	4891	3856
Health Information Technology	2					
Health Services Management	253	179	141	98	99	77
Hospitality Management	129	97	86	44	20	5
Hospitality Tech/Chef Option	1	1				
Hospitality Tech/Hotel Mngmt	2	1	1			
Hospitality Tech/Restrnt Mngmt	1					
Human Services Certificate	41	33	22	33	34	25
Individualized Studies						2
Interior Design	12	20	17	30	49	59
International Studies	80	68	79	64	47	48
Lib Arts/Soc & Behav Sci	90	128	180	186	187	129
Liberal Arts	2188	2703	3051	2471	1972	1487

*Gateway to College students now merged into major populations

Enrollment trends by credit program

Unduplicated Headcount by First Major in Program, Academic Year 2016-2017 to 2021-2022

Major/Program	AY16-17	AY17-18	AY18-19	AY19-20	AY20-21	AY21-22
Liberal Arts/Honors						10
Management	4	1	1	1	1	1
Management/Entrepreneurship	1					
Management/Real Estate Mngt	1					
Mass Media	121	134	152	122	89	66
Mathematics	14	15	14	18	20	18
Med Ins Bill Proficiency Cert	48	38	45	29	43	37
Med Office Asst Prof Cert	1	1	1	1	1	1
Medical Assistant					1	1
Medical Assistant Prof. Cert.			14	6	2	12
Medical Assisting			1	1		1
Medical Assisting Office Mngmn	1					
Medical Laboratory Technician		24	38	39	37	36
Mngt of Comp Info Tech	7	3				
Mobile App Development PC						1
Music Performance		16	32	32	38	30
Music Production Prof. Cert.			7	22	21	29
Network Administration						8
Network Tech Mgmt and Admin		17	16	19	18	7
Network&Sys Proficiency Cert	7	11	16	15	9	5
Non Credit	9	3	1	6	3	
Non-matriculated	318	462	657	502	2342	1057
Nursing	229	241	285	327	361	311
Ophthalmic Technician PC	4	1	1	1		
Paralegal Studies	103	119	120	103	79	75
Paralegal Studies Prof. Cert.	49	32	48	41	47	44
Patient Service Representative	12	6	2	1	1	1
Personal Training Prof. Cert.						2
Photographic Imaging	62	75	75	73	47	48
Post-BA Accounting PC			10	17	30	33
Proc Tech I Proficiency Cert	4	3	3	2	1	1
Prof Cooking Proficiency Cert	1	1				

Enrollment trends by credit program

Unduplicated Headcount by First Major in Program, Academic Year 2016-2017 to 2021-2022

Major/Program	AY16-17	AY17-18	AY18-19	AY19-20	AY20-21	AY21-22
Project Management Prof. Cert.						3
Psychology	883	811	785	709	754	638
PT Serv Rep Proficiency Cert	12	11	10	13	16	8
Public Health						23
Receptionist Proficiency Cert	3	1				
Recov&Trnsfrm Proficiency Cert	1	1	1		1	
Recovery Leadership PC			1	1	1	1
Recovery&Transform Certificate	7	9	5	2	3	1
Religious Studies Prof. Cert.						2
Respiratory Care Technology	40	44	58	55	30	23
Science	70	24	10	1		
Secretarial Science	1	1	1	1	1	1
Senior Citizen	30	23	13	7	3	4
Software Dvlp Proficiency Cert	54	57	57	27	8	7
Sound Recording & Music Tech	40	100	134	128	103	80
Technical Studies			3	3	2	1
Technical Theater Prof. Cert.	1					
Theater	105	74	77	86	55	45
Tourism & Hospitality Mgmt PC					3	3
Tourism and Hospitality Mngt				50	58	51
Web Developemnt Prof. Cert.			7	7	2	
Web Development I Prof. Cert.				4	13	20

Recruitment Strategies

- Focus on high-priority programs
- Pathways-based recruitment and enrollment support
- Increased concentration on stopped out students
- Increased targeting of Liberal Arts and non-matriculated students
- Address disparity in yield to enrollment

Recruitment Strategies

High Priority Programs

- Programs with high applicant and enrollment numbers
- Leveraging interest in priority programs to build interest in less popular programs
- A focus on creating/expanding awareness

Recruitment Strategies

Pathways-Based Recruitment

- Program/Pathway specific recruitment events
- Pathway-focused recruitment materials
- Increased yield and retention

Recruitment Strategies

Pathways-Based Recruitment

- Program/Pathway specific recruitment events
- Pathway-focused recruitment materials
- Increased yield and retention

Recruitment Strategies

Stopped out students

- Focus on high-priority programs
- Pathways-based recruitment and enrollment support
- Increased concentration on stopped out students
- Increased targeting of Liberal Arts and non-matriculated applicants
- Address disparity in yield to enrollment

Recruitment Strategies

Questions

Student Outcomes Committee Agenda Calendar
Monthly Topics*
2022
Updated 2/24/22

SOC Meeting	Topics Scheduled to be Addressed
January 2022	<ul style="list-style-type: none"> • Medical Laboratory Technician Academic Program Review • Faculty Professional Learning Update
February 2022	<ul style="list-style-type: none"> • Chemistry Academic Program Review • Pre-College STEM Initiatives • Review of SOC Agenda Calendar
March 2022 Committee of the Whole	<ul style="list-style-type: none"> • Enrollment Update and Trends • CCRC KPI Data for Guided Pathways • CATC – The Student Experience Overview
April 2022	<ul style="list-style-type: none"> • Catto Scholarship Update • Cybersecurity/Network Administration Academic Program Review • Diversity Fellowship Update
May 2022	<ul style="list-style-type: none"> • Faculty Promotion Approval • Education: Early Childhood (Birth to 4th Grade) Academic Program Review • Dual Enrollment Update • Academic Equity Coaches Initiative
June 2022	<ul style="list-style-type: none"> • Nursing Academic Program Review • Diversity Certificate Programs
September 2022	<ul style="list-style-type: none"> • Automotive Technology Academic Program Review • Culinary Arts Program Mid-Term Review Progress Update
October 2022 Committee of the Whole	<ul style="list-style-type: none"> • Catto Scholarship Update • Enrollment Update • Center for Male Engagement/I Am More Update
November 2022	<ul style="list-style-type: none"> • Communication Studies Academic Program Review • Dental Hygiene Academic Program Review • Faculty Professional Development Update • Liberal Arts: Honors Academic Program Review One-Year Update • Behavioral Health/Human Services Academic Program Review One-Year Update

*Additional program and certificate reviews, and discussion topics may be added as needed. 1.27.22

Workforce Subcommittee Meeting (Committee of the Whole)
March 3, 2022
11:00am

Presiding: Ms. Sheila Ireland

Attendees: Mr. Patrick Clancy, Mr. Michael Soileau, Mr. Harold Epps, Ms. Mindy Posoff, Ms. Chekemma Fulmore-Townsend

College Members and Guests: Donald Generals, Carol de Fries, Waverly Coleman, Ayanna Washington, Danielle Liautaud-Watkins, Hannah McGarry, Josephine DeGregorio, Mellissia Zanjani, Samuel Hirsch, Shannon Rooney, Mikecia Witherspoon, Anthony Girafalco, Carrie Warick-Smith, Jose' Miranda

1. Welcome, Introductions and Approval of the Minutes of January 28, 2022

Ms. Ireland called the meeting to order at 11:03 AM and welcomed everyone to the meeting. Ms. Ireland invited the Board of Trustee members to introduce themselves, followed by the College staff for the benefit of our invited guests. The minutes of the January 28, 2022 meeting were presented for approval, motion made by Ms. Posof and seconded by Ms. Fulmore-Townsend. The Workforce subcommittee approved the January 28th, 2022 minutes unanimously.

2. DVIRC 2022 Manufacturing Study: “Renew and Reimagine: Remaking Manufacturing in Southeastern Pennsylvania”

Ms. Carol de Fries introduced the presentation by talking about the timeliness of DVIRC’s study as we embark on our new Career and Advanced Technology Center (CATC) and how the data and recommendations of the study are in alignment with our vision for the CATC.

Mr. Anthony J Girafalco, Executive Vice President, Delaware Valley Industrial Resource Center (DVIRC) provided an overview of DVIRC’s recent labor market study on the manufacturing industry. DVIRC indicated that the study found that there is a crisis for manufacturers in the region around several key areas:

- Talent – aging workforce and smaller incoming talent pool
- New Technology
- Supply Chain
- Raw Materials Costs
- Inflation

Mr. Girafalco noted that the College’s direction for the CATC is well aligned to key recommendations of their study and how we can jointly work to begin addressing big concerns for employers. The study identified that there is a healthy demand for advanced analytics, computer programming skills, and digital skills. These skills should find their

way into the workforce training curriculum across the board. DVIRC's assessment of the market indicated over 20,000 entry-level production positions are available each year with key needs in Welding, CNC, and Mechatronics, noting our programs in this area continue to be in line with employers' needs. Their analysis showed the region graduates 3500 engineers each year; however, 75% find work in other sectors. The committee asked why Engineers are choosing to opt out of manufacturing jobs. DVIRC responded with wages, poor recruitment, and interest in other geographic locations.

DVIRC is working to raise awareness and interest in manufacturing by forming stronger relationships with area CTE schools and Vocational programs; looking to expand paid internships; hosting career nights and plant tours, and more concerted marketing targeted to renew and reimagine the manufacturing industry. There was additional discussion around career pathways as an opportunity to retain employees, with trends being seen with employers doing internal training and on-the-job training; increased pressure and growth on wages and occupational growth; interest in apprenticeships and pre-apprenticeship structures.

Committee attendees talked about how we scale our programs to meet the opportunities presented in DVIRC's report, which Mr. Girafalco felt confident about our alignment and how we are getting better connected to High School programs to recruit individuals into our programs. It was noted that guidance counselors are not aware of the career pathways available in a lot of cases. Ms. de Fries noted that the College has a School to Work grant working with 3 High Schools in the City around manufacturing and is also actively working with the Navy Pipeline on a welding pre-apprenticeship program. Our biggest issue is driving participants into the training programs; we see that once the students are in the programs they are able to get good paying jobs.

3. Federal Infrastructure Update – Workforce Opportunities for Community Colleges Programming at Community College of Philadelphia

Carrie Warick-Smith VP for Public Policy and Jose Miranda, Senior Government Relations Associate, Association of Community College Trustees (ACCT) provided an overview of notable legislation of 2021 and pending legislation for 2022 with an emphasis on workforce opportunities anticipated in these pieces of legislation. The key pieces of legislation discussed include the American Rescue Plan (ARP) Act, and the Infrastructure and Jobs Act in 2021; and in 2022 Build Back Better Act and FY2022 Appropriations.

One key update for the rescue plan was the opened application for the Supplemental Support, which was released on February 3rd, and will be due on April 4th, 2022. Members asked if the College was applying for Supplemental Support under the American Rescue Act. It was noted that Jacob Eapen and Mellissia Zanjani are leading this submission effort and we will be applying. The funds can be used for institutional debt, support for students continued enrollment and re-enrollment, meeting students' basic needs. Mr. Soileau asked

that an update be given in the next BAC meeting about our application. This also allows Colleges to use FAFSA data to make students aware of public benefit programs they may be eligible for. There is new guidance on how colleges can use new and existing ARP funds to meet students' basic needs such as housing and food security. Ms. Ireland noted that the State is about to train staff in the Career Links on how individuals can complete their FAFSA form and it would be good if they can also help guide individuals on other programs they may be eligible for. Ms. Wick indicated that the letter is not necessarily oriented towards those completing new FAFSA, but agreed that knowledge of the types of programs individuals can qualify for based on their FAFSA information would be helpful.

The Infrastructure Investment and Jobs Act was discussed next with a total of \$550 billion in new spending. The bill left out community college infrastructure funding, but there are some workforce opportunities. While there is no direct community college program, the State will be getting a lot of the funding and will likely be seeking community college partners to assist them with the spending. The Act has significant funding for Broadband investments with the majority going to the States as grants; \$42.5 billion of the \$65 billion set aside is for the States. Mr. Soileau asked if the federal or state governments have modeled projections for engineers and technicians needed for the broadband deployment. Mr. Miranda said not yet. However, broadband will be passed later in March and Mr. Miranda indicated the Administration is hosting webinars on all of these different pieces of the program, which would enable stakeholders to get involved to help inform the state plan. Mr. Clancy asked about the timeline and whether funding would be spread out over several years. The 1.2 Trillion is over 10 years, with some available to the State. Mr. Clancy asked Ms. Ireland whether Pennsylvania has started receiving any of the funds. She noted that they are just starting the conversations about how the money will come to the state, but no funding has been received yet. Broadband will go through a Broadband Authority that DCED is forming; infrastructure is broader and will largely go through Department of Transportation, but includes a broader group of departments including Labor & Industry. The Governor is working on a coordinated response across departments on spending the funding.

The areas of opportunity in the bill outlined by ACCT includes Transit, Drinking and Water Infrastructure, and Energy. The transit funding includes 5% for workforce training activities around electric vehicles including driver training and maintenance. The language indicates that community colleges can be used, so it is important to be talking to these agencies about using us for their training purposes. Community Colleges can apply directly for the Water Infrastructure opportunities versus going through the States. The remaining opportunities are in the Energy sector with funding to train energy auditors, building training and assessment centers for building technicians and modern building technologies, and career skills training for energy efficient building technologies. This has a 50% match requirement.

The Build Back Better Act that has not passed included \$40 billion in higher education and workforce programs. It included: increasing the Pell Grant Maximum by \$550 for students in public and private non-private colleges; expanding Title IV financial aid eligibility to DACA and temporary or deferred status; making Pell grant dollars tax free; helping fund retention and completion strategies; investing in HBCUs, MSIs and Tribal Colleges and Universities; and includes support for community college workforce programs and apprenticeships. The President's State of the Union Speech and the released FAQ after the speech provided more support for the Community College sector and is a window into what we can anticipate may be smaller bills that could get released.

The final discussion focused on FY22 Appropriation bills. The federal government is currently operating under a continuing resolution. Last month, the House and Senate agreed on a baseline budget bill, and it is anticipated that there will be increases. FY23 appropriations cycle will also begin near the end of March. The US Department of Education just released new grant funding programs that are specifically targeted to community colleges.

Ms. de Fries noted the expansion of the supplemental funding includes expanding programming for high demand workforce programs and asked if there were any examples of how other colleges may have used this. Mr. Miranda noted that State HPO lists typically are used for this and it is left vague so that there is maximum flexibility. ACCT will follow-up regarding the ability to use CARES Act Funding for in-demand jobs and an example of how other Community Colleges are using their CARES Act funding

4. Acknowledgement and Recognition of Waverly Coleman

Sheila Ireland recognized and acknowledged Waverly Coleman's retirement and more than two decades of commitment to the College and many more years beyond that to workforce in the City and region.

5. Meeting adjourned by Ms. Ireland at 12:32 pm.

COMMITTEE AS A WHOLE
ZOOM MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, March 3, 2022– 9:00A.M.

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

Trustees: Ms. Mindy Posoff, Ms. Chekemma Fulmore-Townsend (Executive Session only), and Ms. Sheila Ireland (Executive Session only)

Present for the Administration: Dr. Donald Guy Generals, Ms. Carol de Fries, Ms. Josephine DiGregorio, Ms. Marsia Henley, Dr. Samuel Hirsch, Jessica Hurst, Esq., Danielle Liautaud-Watkins, Esq., Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Dr. Vishal Shah, Mr. Vijay Sonty, Dr. David Thomas, and Ms. Mikecia Witherspoon

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

PUBLIC SESSION
AGENDA

(1) Computer Purchase from Dell to Support Students at the Career for the Advanced Technology Center (CATC) (Action Item)

Discussion: Mr. Sonty stated that it took staff over a year to carefully review the CATC building floor plans and all of the different programs associated with CATC. He stated that staff compiled a list of technology deployment options to purchase in order to support students in the new CATC Center. In reviewing options, cost, unit capabilities and availability were primary considerations. Getting CATC ready with current technology provides a critical role in expanding student/staff capabilities and overall productivity. Mr. Sonty stated that co-op pricing was obtained through COSTARS (Commonwealth of Pennsylvania's Cooperative Purchasing Program). He explained that Dell is leveraging the College's COSTARS agreement which allows for a standard 9% discount of the List Price. Mr. Sonty stated that Attachment A contains the Source of Funding: \$191,730 from Perkins Grant and \$142,422 from Bond proceeds; and that Attachment B contains a detailed listing of all the technology components.

Mr. Dubow asked, for this type of purchase, how does staff determine to use Bond proceeds or operating dollars when the computer equipment may not last that long. Mr. Sawyer stated that when staff worked on the project budget, the cost of the computer equipment was tied into the financing. He stated that there is a line item for CATC as a new project. Mr. Sawyer stated that the College typically leases equipment; however, once the computer equipment reaches its life cycle and will need to be replaced, then the College will more than likely lease the equipment using operating funds.

Action: Ms. Hernández Vélez moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board the purchase of the CATC Technology Outfitting Project from Dell at the total cost of \$334,152 which includes three years of maintenance and support. The project will be paid from the Perkins Grant (\$191,730) and from the Bond Proceeds (\$142,422). The motion passed unanimously.

(2) Concept for New Health & Life Sciences Building and Resolution of Support for FY 2022-23 PDE Capital Applications (Action Item)

Background: The Pennsylvania Department of Education (PDE) requires that all capital applications submitted during the annual capital application process include a Board Resolution of Support for the Project. For the FY 2022-2023 process, and all subsequent cycles, PDE is requiring that previously submitted projects be submitted with new Resolutions. The Health and Life Sciences Building and the Simulation/Skills Lab for Nursing and Other Allied Health Programs will be categorized as new capital projects with the Simulation/Skills Lab for Nursing and Other Allied Health Programs as a cash project. The Physics Instructional Space Enhancements is a carryover capital project and will be submitted as a cash project.

Discussion: Dr. Generals introduced this item by stating that a first step will be for the Board of Trustees to approve a PDE Resolution for FY 2022-23. One of the new capital items being proposed is a simulated New Health & Life Science Building. The PDE process for this item will roughly be a 2-year process for capital funding approval. He stated that the College's Facilities Master Plan called for this type of integrated health sciences building. Dr. Generals pointed out that this is not a financial commitment but to simply get the College into the "pipeline" for consideration with regards to the PDE application process. Dr. Generals stated that he asked Dr. Hirsch to present a brief video from Miami Dade College. Miami Dade has a relatively new building which is less than 5 years old and will provide a good illustration for the concept we are proposing for our simulated health and sciences building.

Dr. Hirsch stated that the brief Miami-Dade video will give the Committee a visual concept of the integration of the College's various healthcare programs. He stated that in today's healthcare facilities, the care is not "compartmentalized," but integrated. Dr. Hirsch stated that in conversations with members of the Board of Trustees and others, a question that arises is, how can the College increase the number of students in its healthcare programs? He mentioned that one of the key obstacles is having enough clinical sites. Dr. Hirsch stated that the move towards simulation could decrease the need of having sufficient clinical sites. He stated that the combination of clinical sites and simulation healthcare facilities would allow the College to increase its number of students.

Dr. Hirsch stated that the College's West Building is nearly 40 years old and that the College upgraded its science labs (e.g., Biology, Chemistry) and its healthcare program spaces (e.g., Diagnostic Medical Imaging as recent as last year). He mentioned that the College has not yet upgraded its Nursing facilities which needs more collaborative space.

Following the Miami Dade video, Dr. Vishal Shah, Dean, Math, Science and Health Careers addressed what he foresees as changes related to pedagogy and programmatic growth. Dr. Shah stated that 5 to 10 years from now, the pedagogy will no longer be the same as it is today. The new Health & Life Sciences Building will be integrated which will allow the College to train its students to be prepared in real life clinical settings. Dr. Shah provided two examples of evolution in the medical field. He stated that President Biden, in his State of the Union Address, mentioned his administration introducing an initiative to provide medication on the spot for people who test positive for COVID at their pharmacy. Dr. Shah also mentioned that the FDA recently approved a cancer therapy developed by Johnson & Johnson, a primary example of the kind of training the College will be able to provide to its students.

Dr. Generals stated that College staff is estimating the cost of the building to be \$45 million. However, he stated that this is a type of project that the College should be able to get

the community to support in terms of fundraising, as well as partnerships with hospitals and medical centers around the City.

Mr. Soileau asked how College staff estimated \$45 million for the proposed Health and Life Sciences Building. Mr. Wiggins stated that the Schrader Group, the College's architects for the Career & Advanced Technology Center, drew up preliminary numbers: \$35 million in construction costs and \$10 million in simulators and equipment.

Action: Mr. Epps moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the Resolution of Support for Fiscal Year 2022-23 PDE capital applications. Please refer to Attachment C for the Resolution of Support detailing the projects. The motion passed unanimously.

(3) Next Meeting:

The next regularly scheduled meeting of the Business Affairs Committee will be held on Wednesday, March 23rd at 9:00 A.M.

The Public Session adjourned at 9:30 A.M.

EXECUTIVE SESSION

The Business Affairs Committee convened into an Executive Session to discuss potential legal contracts and real estate transactions.

**Im
Attachments**

<u>ATTACHMENT A</u> FUNDING FOR ACTIONS ITEMS			
BUSINESS AFFAIRS COMMITTEE MEETING (COMMITTEE AS A WHOLE)			
AGENDA: MARCH 3, 2022			
Agenda No.	Vendor/Consultant	Amount	Source
1	Dell	\$334,152	Perkins Grant (\$191,730)/Bond Proceeds (\$142,422)

ATTACHMENT B

**Computer Purchase from Dell to Support Students at the Career
for the Advanced Technology Center**

Detailed Listing of all the Technology Components

CATC Technology Quotes					
	<u>Quote Number</u>		<u>QTY.</u>	<u>Unit Price</u>	<u>Total</u>
Dell	3000111780399.1	Desktops - Optiplex 7780	4	\$1,956	\$7,824
Dell	3000111781531.1	Desktops - Optiplex 5090 plus Monitor	149	\$1,335	\$198,915
Dell	3000111783424.1	All-in-One Units	16	\$1,309	\$20,944
Dell	3000111785210.1	Extreme Rugged Tablets	50	\$2,019	\$100,950
Dell	3000112680198.1	Bretford - Charging Cart for Tablets	3	\$1,056	\$3,169
Dell	3000112677000.1	4K Interactive Touch Monitor	1	\$2,350	\$2,350
		TOTAL			\$334,152

ATTACHMENT C

Resolution of Support for 2022-23 PDE Capital Applications

COLLEGE: Community College of Philadelphia

TITLE: FISCAL YEAR 2022-2023 PDE CAPITAL PROJECTS APPLICATIONS
Board of Trustees

**BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE OF PHILADELPHIA APPROVE
THE SUBMISSION OF PDE APPLICATIONS FOR THE FOLLOWING CAPITAL PROJECTS:**

PROJECT

NAME: **New Project: Health and Life Sciences Building**

Already a health care hub of the United States, Philadelphia is emerging as the *Cellicon* capital of the country. The life sciences and health care industries are driving the engine of growth for the city and the state. The Health and Life Sciences building embodies Community College of Philadelphia's commitment to preparing the leaders and workforce of tomorrow for the industries. The building will feature the most technologically advanced collaborative learning spaces, state of the art simulation classrooms, and advanced life science laboratories. The building will house programs that will train students in the areas of nursing, dental hygiene, biology, and workforce development programs in pharmaceutical and cellular biology. The building is aimed at fostering a spirit of collaborative teaching and learning amongst students and faculty.

Estimated Total Cost of Project \$45,000,000

PROJECT

NAME: **New Project: Simulation/Skills Lab for Nursing & Other Allied Health Programs**

Enhancements are needed in the West Building to create a state of the art simulation/skills lab environment that can be used by the Nursing and Allied Health programs to allow for skill development and interprofessional education and experiences for the students in these programs. The current lab configuration is not optimal and lacks adequate space. The enhancement will allow for better clinical group simulations, coaching and mentoring activities and would allow for additional lab sections to be run simultaneously. Included with the enhancements would be the creation of two dedicated simulation labs with an adjacent control room. The space would mimic a hospital room and have the appropriate technology to live-feed and record the simulations. A small computer room for student use would also be added. With this enhancement there will be student opportunities to experience the lab components of nursing, respiratory, diagnostic imaging, dental and clinical lab technician as part of the Allied Health 101 course. Instructors and students will have better access to technology rich tools for acquiring knowledge that will lead to improved student outcomes.

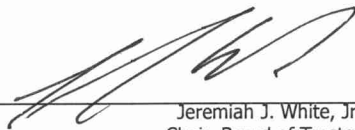
Estimated Total Cost of Project \$725,000
Cash Project

PROJECT

NAME: **Carry Over Project: Physics Instructional Space Enhancements**

The enhancement of the Physics learning environment consists of facilitating an integrated lecture and laboratory approach, providing easy access to technology and space for demonstration, increased and more efficient space utilization for materials handling / storage, and re-structuring of areas for lab preparation that are needed to support the new technologies, the state-of-the-art equipment and evolving pedagogy of the fields of Physics and Engineering Science. This update will include life-safety and improve accessibility throughout. Instructors and students will have technology rich tools for discovering information and acquiring knowledge thus creating an interactive environment that will foster the ability to exchange information and improve the students' learning experience and course outcomes. The estimated costs for the enhancements to the Physics instructional space are \$627,000 which includes all equipment.

Estimated Total Cost of Project \$627,000
Cash Project



Jeremiah J. White, Jr.
Chair, Board of Trustees

Date of

Board

Approval:

Community College of Philadelphia

March 3, 2022

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, March 23, 2022– 9:00 A.M.**

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

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Marsia Henley, Jessica Hurst, Esq., Danielle Liautaud-Watkins, Esq., Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. John T. Wiggins, and Dr. Mellissia Zanjani

Guest: Ms. Sabrina Maynard, City of Philadelphia, Office of Finance

**PUBLIC SESSION
AGENDA**

Mr. Soileau called the meeting to order at 9:05 A.M.

Please note that Attachment A contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding (i.e., Capital Budget, Operating Budget, Perkins Grant, or Bond Proceeds) which College Administration is seeking approval.

(1) Renovations to the Gym Floor (Action Item)

Background: The Facilities and Construction Management Department is planning to replace the gym floor and bleachers over the summer to be ready for the fall semester. Staff have obtained Costars pricing from Miller Sports Construction.

Gym Floor: Once the basketball season ends and Miller Sports Construction takes away the portable floor, Miller Sports Construction proposes to demo the entire water-damaged basketball floor and haul off site. Miller Sports Construction will supply, deliver and install the new maple gymnasium floor to match the existing floor system design, performance levels, grade, and species. Miller Sports Construction will install the new floor system per manufacturer's recommendations, sand and apply a five (5) coat Bona finish system, artwork, and lines to match, install base at the walls, thresholds at the doors, and new plates installed in the floor:

\$472,440

Telescoping Bleachers: Miller Sports Construction will remove the bleachers and haul from site. Miller Sports Construction will supply, deliver and install new Interkal Telescoping Bleachers to match the existing bleachers: two (2) banks of seventeen (17) Row x six (6) bank Friction Power Drive, Telescoping Bleachers. Pricing includes electric hookup to the existing power source. This does not include new electric runs if needed. Once installed, Miller Sports Construction will inspect for safety:

\$520,250

Total Cost: \$992,690

Discussion: Mr. Eapen stated that Miller Sports Construction is under Costars and Costars is a consortium under the Commonwealth of Pennsylvania's cooperative purchasing program; therefore, Miller Sports Construction is a state-approved vendor. He stated that the total cost of the project is \$992,690. Please refer to the attached Quote in Attachment B.

Mr. Eapen stated that the College went through an independent engineering firm, Barry Islett & Associates, to ensure that the amounts are validated. He stated that Barry Islett & Associates have independently estimated the costs and have determined that the proposal from Miller Sports Construction is within range.

Mr. Wiggins provided the sequence of the project. He stated that College staff understands that the water is coming from outside and underneath the building. Mr. Wiggins stated that the College hired Barry Islett & Associates to do "exploratory" inspections who found that repair work is needed. He stated that Barry Islett & Associates will prepare a separate Scope of Work to do the repair work. Mr. Wiggins stated that after graduation, the gym bleachers and floor will be removed and the wood will be ordered. He stated that hopefully in late August, the new floor and new bleachers will be installed to be ready for September. Mr. Soileau asked if August is a realistic date to receive the wood shipment. Mr. Wiggins stated that if the order is placed this month, the wood shipment will arrive on time and will "lock in" the price of the wood.

Ms. Henley reported on the demographics. She stated that Miller Sports Construction is based in West Chester, PA. The firm has 45 employees, of which 18% are minority.

Mr. Eapen stated that in terms of the total cost of the project, \$992,690, the funds will be coming from the Capital Budget. He stated that the capital budget will be updated in September/October. Mr. White asked if this project will impact the Facilities Master Plan. Mr. Eapen stated that the investment being placed in the gym floor will not impact the Facilities Master Plan. Mr. Dubow asked about how the capital budget will be adjusted. Mr. Eapen stated that the Capital Budget is a 3-year plan and it will be reviewed to see which projects will need to be "pushed back" in the future. Mr. Soileau stated that going forward, when there are changes to the capital budget, the Committee will be informed of projects that will be prioritized and projects that will be delayed. Mr. Sawyer indicated that this project cost was already accounted for in the capital budget.

Action: Mr. Herzog moved and Ms. Hernández Vélez seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the contract with Miller Sports Construction for renovations to the Gym Floor in an amount not to exceed \$992,690. The project will be paid from the Capital Budget. The motion passed unanimously.

(2) Emergency Generator for the Bonnell Building (Main Campus) (Action Item)

Discussion: Mr. Eapen stated that the College solicited bids to replace the existing emergency diesel generator for life safety at the Bonnell Building. He stated that the existing 500 KW emergency generator was severely damaged during a power outage. The generator was unable to be repaired because of engine damage due to age and the extended run time of the emergency generator under an extreme electrical load.

Mr. Eapen stated that the work includes the installation of a new 450KW emergency

generator, fuel delivery system with pumps, piping to the above-ground fuel storage tank, generator day tank, and upgrades to the electrical controls, mechanical ventilation, and exhaust systems. Other work includes structural rigging services for replacing the new emergency generator in the designated area. All work will bring the electrical and mechanical systems associated with the emergency generator code compliant.

Mr. Eapen stated that the College issued RFP #10170 on February 18, 2022. The Pre-Bid was held on February 25, 2022 where 3 bidders attended. There were two bids received: McGoldrick Electric, Inc. in the amount of \$671,000 and Palman Electric in the amount of \$677,000. Please refer to the bid summary in Attachment C. The College is seeking to be reimbursed from the College's insurance carrier.

Mr. Wiggins stated that the lead time on the generator is 32 weeks. He stated that the College is currently using a temporary generator which the insurance is covering; however, it is critical the emergency generator is received in December. Mr. Wiggins stated that the bids received were a \$6,000 difference; however, College staff felt that McGoldrick Electric, Inc. was the better firm for the project.

Mr. Soileau asked when will the College be informed from the insurance carrier on the status of its reimbursement. Mr. Sawyer stated that the insurance carrier is reviewing the quote and hopefully College staff will know an answer soon. Mr. Dubow asked if the emergency generator is not covered under the College's insurance, will this affect the funds in the Capital Budget. Mr. Eapen stated that this can be a possibility depending on how much the College will be reimbursed.

Ms. Henley reported on the demographics. She stated that McGoldrick Electric, Inc. is based in Havertown, PA. The firm has 61 employees, of which 18% are minority.

Action: Ms. Hernández Vélez moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Board of Trustees to award the contract to McGoldrick Electric, Inc. in the amount of \$671,000 for the Emergency Generator in the Bonnell Building. The project will be paid from the Capital Budget. The motion passed unanimously.

(3) Multimedia Outfitting for the Career & Advanced Technology Center (Action Item)

Background: The Classroom Technology upgrades will enable flexible and engaging teaching and learning. Modes of teaching that will be possible with this technology include:

1. Synchronous learning, allowing students to participate from various locations:
 - Classes can be split into multiple classrooms for simultaneous instruction from an individual instructor, allowing the seating in each classroom to accommodate social distancing guidelines
 - Students can participate in the class from remote locations

- 2 Asynchronous Learning, allowing students to participate from any location or time: In conjunction with a robust video repository, lectures can be easily recorded for later playback and review by students.
- 3 On-campus learning: advanced technology that encourages innovation and student engagement.

This project included the following equipment for each of the 17 wall-mounted Clear Touch classrooms:

- Clear Touch Interactive Boards, computers, software and accessories
 - Clear Touch webcams and tripods
 - Vaddio Ceiling Mic Arrays
- Whiteboards
- Instructor LECTERNS
- Dell Monitors for Instructor lecterns
- Cisco Wireless Access Points
- Telephones for each Classroom

This project included similar equipment for each of the mobile-mounted Clear Touch classrooms and conference rooms

There are also 4 spaces in the hallways being outfitted with 86" Panasonic flat panel displays for digital signage throughout the building.

Also included in this package are the components for what it is known at the College as an Active Learning classroom which contains:

- 4 wall-mounted Clear Touch student stations,
- 4 student computer pods capable of seating 12 students at each pod for a collaborative group learning experience all controlled with a wall mounted touch pad.
- Also included is a teacher's station similarly outfitted with Clear Touch and accessories all tied to the 4 pods for extensive sharing capabilities.

The Learning Commons will also have a ceiling-mounted Clear Touch panel that will reside in a cubicle outfitted with similar equipment as above.

Discussion: Mr. Eapen stated that the classroom technology upgrades will make the CATC functional for the opening of the Center. He stated that a competitive RFP #10178 was issued on March 4, 2022 with a bid due date of March 21, 2022 on the electronic bid site PennBid. The College received one bid from Visual Sound, Inc. in the amount of \$623,280 and will be funded through the Bond Issue. Mr. Eapen stated that Visual Sound, Inc. has done good work for the College in the past. See Pricing Summary in Attachment D.

Ms. Henley reported on the demographics. She stated that Visual Sound, Inc., a WBE firm, is based in Broomall, PA. The firm has 86 employees, of which 9% are minority.

Mr. Soileau requested that Mr. Eapen provide an update on CATC funds prior to the next Committee meeting.

Mr. White asked how the system ties in to the Main Campus. Mr. Eapen stated that it is a College-wide system tied to the Main Campus.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board that the Career & Advanced Technology Center (CATC) Smart Technology Building project be awarded to the lowest responsible bidder, Visual Sound, Inc., a WBE firm, for a total cost of \$623,280. The project will be paid from the Bond Issue. The motion passed unanimously.

(4) Resurfacing the Parking Lot to Support the New Career & Advanced Technology Center (CATC) (Action Item)

Discussion: Mr. Eapen stated that this project is to resurface an adjacent parking area to provide 72 parking spaces. The existing lot is stone and dirt. He stated that this project will provide an asphalt parking area to support the new CATC building. Mr. Eapen stated that a competitive RFP #10175 was issued on March 1, 2022 with a bid due date of March 21, 2022 on the electronic bid site PennBid. See Pricing Summary in Attachment E. He stated that Gessler Construction is the lowest responsible bidder (\$246,600) and the funds will be coming from the Bond Issue. It was noted that College staff is not able to accept DePaul nor Brightline as neither attended the mandatory pre-bid meeting.

Ms. Henley reported on the demographics. She stated that Gessler Construction, a WBE firm, is based in Media, PA. The firm has 14 employees, of which 42% are minority.

Action: Mr. Herzog moved and Ms. Hernández Vélez seconded the motion that the Business Affairs Committee recommend to the Board of Trustees the approval of the contract with Gessler Construction, a WBE firm, for resurfacing the adjacent parking lot area to provide 72 parking spaces to support the new Career & Advanced Technology Center for an amount not to exceed \$246,600. The project will be paid from the Bond Issue. The motion passed unanimously.

(5) Online Access to Books - Presentation (Information Item)

At the request of Mr. Soileau at the February 16th, Business Affairs Committee meeting, Mr. Sawyer provided a brief presentation on online access to books and what College staff is doing to meet the needs of students as it relates to additional materials. Please refer to Attachment F. Following the presentation, Committee discussions centered on Follett's signature program, which is the same across all colleges, charging the online text to the student's tuition bill; cost savings and benefits to the College if the College went all digital; timeframe for students to go back to reference materials; and different student-learning styles of hard copy versus digital.

Mr. Soileau suggested that we develop a model to understand the financial impact of moving 100% to digital material.

(6) Briefing on the Federal Grant for Additional COVID Relief Funding (Information Item)

At the request of Mr. Soileau, Dr. Zanjani provided a brief update on the additional COVID Relief funding the College applied for and how it may be used by the College. Dr. Zanjani stated that a request for a briefing on the Federal Grant for additional COVID Relief came up at the WEI subcommittee. She stated that a new round of HEERF funding was recently issued by the Federal Government. Dr. Zanjani stated there are five absolute priorities in the program, and that the College may apply to more than one absolute priority. The deadline for the application is April 4th. Dr. Zanjani stated that a meeting will be held on Monday, March 28th to review the usage of funds and the anticipated ask amount given the decline in enrollment, student needs, loss revenue, etc. She stated that Tuesday, March 29th the application should be finalized.

Mr. Soileau requested a one-pager on the next steps regarding the COVID Relief Funding.

(7) Next Meeting (Information Item)

The next regularly scheduled meeting of the Business Affairs Committee is set for Wednesday, April 20, 2022 at 9:00 A.M.

The meeting adjourned at 9:47 A.M.

<u>ATTACHMENT A</u>			
FUNDING FOR ACTIONS ITEMS			
BUSINESS AFFAIRS COMMITTEE MEETING (COMMITTEE AS A WHOLE)			
AGENDA: MARCH 3, 2022			
Agenda No.	Vendor/Consultant	Amount	Source
1	Miller Sports Construction	\$992,690	Capital Budget
2	McGoldrick Electric, Inc.	\$671,000	Capital Budget
3	Visual Sound	\$623,280	Bond Issue
4	Gessler Construction	\$246,600	Bond Issue

ATTACHMENT B

Miller Sports Construction Quote for Renovations to the Gym Floor



PROPOSAL

SPORTS CONSTRUCTION DIVISION
Athletic Surfaces & Equipment

TO: **JOHN WIGGINS- AVP FACILITIES & CONSTRUCTION**

FROM: **BILL MILLER**

JOB: **C.C. OF PHILADELPHIA (CCP)- GYM WATER DAMAGE**

DATE: **FEBRUARY 22, 2022**

John: I have updated the proposal for the water damaged (19,930 sf) gym floor and bleachers at the Community College of Philadelphia. We propose to supply all materials, labor, and equipment necessary to complete the work as further specified.

COSTARS 014-171 RECREATION & FITNESS COSTARS is the Commonwealth of Pennsylvania's cooperative purchasing program and serves as a conduit through which registered and eligible local public procurement units (LPPUs) and state-affiliated entities (Members) are able to leverage contracts established by DGS to cost effectively and efficiently identify suppliers with whom to do business.

DGS Contact: Kathy Lewis

Tel: (717) 346-4056

Email: katgarman@pa.gov

GYM FLOOR: Once the basketball season ends and we will take away our portable floor we propose to demo the entire water damaged basketball floor and haul off site. We will supply deliver and install the new maple gymnasium floor to match the existing floor system design, performance levels, grade, and species. Install the new floor system per manufactures recommendations, sand and apply a five (5) coat Bona finish system, artwork, and lines to match, install base at the walls, thresholds at the doors and new plates installed in the floor:**\$472,440.00**

TELESCOPING BLEACHERS: Removal of the bleachers and haul from site. Supply, delivery and install new Interkal Telescoping Bleachers to match the existing. Two (2) banks of seventeen (17) Row x Six (6) bank Friction Power Drive, Telescoping Bleachers. Pricing includes electric hookup to the existing power source. This does not include new electric runs if needed. Once installed we will inspect for safety: **\$520,250.00**

Clarifications: The owner is responsible for; proper electric or generator to run our equipment, use of rest rooms and 24/7 access. Add 2% to price for a bond.

Exclusions: New athletic equipment, new electric, bonds, permits, security of the space during construction, cleaning above 6', union wage labor, permits, permit fees, and taxes.

Terms: 50% down payment to secure materials. Balance paid upon completion. 2% per month late fees- NO retainage held. Applicable charges for credit card payments.

Acceptance: The above terms, pricing, specifications, and conditions are satisfactory and hereby approved. Payments will be made as outlined above.

Authorized Signature: _____

Community College of Philadelphia

Date

Authorized Signature: Wm. H. Miller , February 22, 2022

Bill Miller

Date

To process this order please sign and fax to (610) 626-3000 or email to carol@millerflooring.com



Corporate Office
827 Lincoln Avenue Suite 15
West Chester, PA 19380
Tel: 610.626.1000 Fax: 610.626.3000

Virginia Office
5715 South Laburnum Avenue
Richmond, VA 23231
Tel: 804.405.4884 Fax: 610.626.3000

ATTACHMENT C

Bid Summary - RFP 10170 Emergency Generator Bonnell Building

Extended Price Analysis							
Reference Number	Description	Type	UOM	Quantity	Extended Estimate	McGoldrick Electric, Inc.	Palman Electric Inc
Bid Price Ratio						100%	99.11%
Total Extended						\$671,150.00	\$677,152.00
Electrical Construction						\$671,150.00	\$677,152.00
11	Generator Contractor per	Base	Lot	1		\$671,000.00	\$677,000.00
222	Generator Contractor Hourly Wage	Option	\$/Hour	1		\$150.00	\$152.00

ATTACHMENT D

Multimedia Outfitting for the Career & Advanced Technology Center

Worksheet

Extended Price Analysis

Reference Number	Description	Type	UOM	Quantity	Extended Estimate	Visual Sound, Inc.
Total Extended						\$623,280.04
CATC CLASSROOM AND HALLWAY AUDIO VISUAL PROJECT						\$532,455.14
480A14	Wired In MediaBalance Box 400 heavy (145lbs-209lbs)	Base	Each	27		\$18,738.00
481A70	Wired In MediaBalance Box 3rd Party Vesa Interface	Base	Each	27		\$2,133.00
481A71001 (Cart)	Wired In MediaBalance Box Mobile Stand	Base	Each	6		\$2,448.00
SBA-L	SMART Technologies self powered speakers	Base	Each	27		\$6,210.00
MPS-2PP-6ST	Comprehensive stereo mini plug to 2 RCA plugs audio cable	Base	Each	27		\$81.00
Custom Wall Plate	2 -3.5mm stereo audio, 1- Cat 6 (all Female) passthru type connectors	Base	Each	29		\$2,175.00
E-USBAB-3	Liberty AV Solutions 3' black molded usb 2.0 a-b m-m cable	Base	Each	54		\$162.00
PPCE5B035BL	Liberty AV Solutions RJ45 Plenum patch cable 35' blue	Base	Each	17		\$476.00
PPCE5B050BL	Liberty AV Solutions RJ45 Plenum patch cable 50' blue	Base	Each	6		\$738.00
E-HDVAM-M-19	Liberty AV Solution tabletop HDMI / VGA -audio cable 19'	Base	Each	58		\$8,236.00
P-VMM-035	Liberty AV Solutions VGA M-M Plenum Molded cable 35'	Base	Each	34		\$3,060.00
P-VMM-050	Liberty AV Solutions VGA M-M Plenum Molded cable 50'	Base	Each	12		\$1,476.00
P221P-3.5TRSM-M-35	Liberty AV Solutions 3.5 M-M stereo Plenum Cable 35' jumper	Base	Each	34		\$748.00
P221P-3.5TRSM-M-50	Liberty AV Solutions 3.5 M-M stereo Plenum Cable 50' jumper	Base	Each	12		\$336.00
PPC6ABS075GY	Liberty AV Solutions 75' CAT 6A STP PATCH CMP 75' GRAY	Base	Each	46		\$5,980.00
10X8-02220	Cable Wholesale 20ft Cat6 Black Ethernet Patch Cable, Snagless/Molded Boot	Base	Each	92		\$828.00
CP-HM/HM/ETH-35	Kramer STANDARD PLENUM HDMI INTERCONNECT CABLE W/ ETHERNET 35 ft.	Base	Each	34		\$4,318.00
CP-HM/HM/ETH-50	Kramer STANDARD PLENUM HDMI INTERCONNECT CABLE W/ ETHERNET 50 ft.	Base	Each	13		\$2,314.00
AR-UCM-HDF	Liberty AV Solutions Adapter Cable USB "C" male to HDMI female 5 inches long	Base	Each	23		\$920.00
ACE14-15BU	Watson AC Power Extension Cord (14 AWG, Black, 15')	Base	Each	29		\$377.00
K38215NA	Kensington Guardian 6-Outlet Surge Protector	Base	Each	31		\$589.00
CAT6-A07B	Pearstone 7 ft Cat 6 ethernet cable	Base	Each	21		\$63.00
PMIA9AK	Intelix Full-Speed USB Extender - Transmitter and Receiver Kit (Client and Host Components)	Base	Each	27		\$405.00
CTI-6086K+UH20	Clear Touch 86" 6000K SERIES INTERACTIVE PANEL	Base	Each	27		\$162,108.00
CTI-PCMOD-PC67-IG	512GB SSD / Ultra HD with Independent Graphics card (No Operating System)	Base	Each	27		\$39,447.00

CTS-WC110-UHHD	Clear Touch Web Camera - High Definition / Auto Focus / USB 2.0	Base	Each	27	\$3,672.00
55411-SMSMD36S1145B0000)	Spectrum IndustriesINSPIRATION PLUS LECTERN	Base	Each	23	\$35,420.00
	Spectrum IndustriesRACK MOUNT CANTILEVER				
	97502 SHELF 3 RU	Base	Each	23	\$1,518.00
M-8DX	FurmanMerit Series M-8Dx 9-Outlet Power Conditioner	Base	Each	23	\$3,128.00
PV-3330G	MagnusPhoto / video tripod stand w/ geared center column and mount adapters	Base	Each	27	\$675.00
USB2-AMF-25ProA	Comprehensive Pro AV/IT Active USB A Male to USB A Female extender cable 25 ft	Base	Each	27	\$81.00
BSGW100	Grip Wrap Adjustable -Diameter Braided Sleeving 50 ft spool, 1 inch, black	Base	Each	14	\$1,246.00
326-220WH	Cable WholesaleWhite Cat6 Inline Keystone Coupler, RJ45	Base	Each	46	\$184.00
301-2K-W	Cable WholesaleWhite Keystone Wall Plate 2 Hole Single Gang	Base	Each	23	\$23.00
SC100RR	Carlson1-Gang Non-Metallic Low-Voltage Old Work Bracket	Base	Each	23	\$92.00
M510	LogitechWireless Mouse (Blue)	Base	Each	27	\$675.00
920-007182	LogitechIlluminated Living-Room Keyboard	Base	Each	27	\$1,782.00
999-88000-000	Vaddio EasyUSB MicPOD I/O Interface with Two CeilingMIC Microphones	Base	Each	23	\$43,010.00
402VLZ4	Mackie4 Channel Ultra Compact Mixer	Base	Each	23	\$2,760.00
M3002	KopulPremium Performance 3000 Series XLR Male to XLR Female Microphone Cable (2', Black)	Base	Each	46	\$598.00
SPP-MJS	ComprehensiveStereo 1/4" Male to Stereo 1/8" (3.5mm) Female Adapter	Base	Each	23	\$46.00
TH-86SQ1W	Panasonic86" 4K 3840 x 2160 LCD Display 24/7 Chief ManufacturingMicro-Adjust Tilt Wall Mount	Base	Each	5	\$39,200.00
XTM1U	X-Large	Base	Each	6	\$2,778.00
TH-65SQE1W	PanasonicSQE1W 65" Class 4K UHD Commercial IPS LED Display	Base	Each	1	\$2,245.00
R9861520NA	BarcoCSE-200 ClickShare Wireless Presentation System	Base	Each	1	\$1,523.00
HIDEIT CSE	Hideit mounts ClickShare Mount for Barco CS-100 & CSE-200 Wireless Presentation Systems	Base	Each	1	\$52.50
R9861500D01	BarcoClickShare USB Type-A Wireless Button for Presentation System	Base	Each	2	\$410.00
HD224	Player w/standard I/O package digital signage player	Base	Each	4	\$1,480.00
SDHC-16C10-1 M	Brightsign16 GB memory card	Base	Each	4	\$108.00
CAR-LIC	TightropeMedia Carousel digital signage player SW license	Base	Each	4	\$2,004.00
NHDMI2P-012P	NTWUltra HD PURE PRO High-Speed HDMI Cable with Ethernet (12')	Base	Each	5	\$70.00
LOT	hardware, assorted cabling required for installation)	Base	LS	1	\$12,188.00
LOT	ENGINEERING/INSTALLATION SERVICES Performed by an Electrician	Base	LS	1	\$111,120.64
ACTIVE LEARNING CLASSROOM CATC 363					\$83,347.16
DTP CrossPoint 108 4K	Matrix Switcher - Preamp Output w/o Amplifier and Control Processor	Base	Each	1	\$10,250.00

TLP Pro 1025M	Extron10" Wall Mount TouchLink® Pro Touchpanel - Black	Base	Each	1	\$1,784.00
XTP PI 100	ExtronXTP PI 100	Base	Each	1	\$189.00
IPL Pro S6	ExtronIPL Pro S6	Base	Each	1	\$761.00
CCR 30	ExtronCCR 30 Control Panel - Black	Base	Each	4	\$1,000.00
DTP HDMI 4K 330 Tx	ExtronDTP HDMI 4K 330 Tx	Base	Each	6	\$2,154.00
DTP R HWP 4K 331 D	ExtronDTP R HWP 4K 331 D - White	Base	Each	4	\$2,048.00
DTP HDMI 4K 330 Rx	ExtronDTP HDMI 4K 330 Rx	Base	Each	10	\$3,590.00
CTR 8	ExtronCTR 8 contact/tally to RS-232	Base	Each	4	\$1,268.00
XPA 2001-70V	ExtronXPA 2001-70V, Amplifier	Base	Each	1	\$451.00
WPD 101 C	ExtronWPD 101 C - XTP DTP 24 Coupler	Base	Each	10	\$450.00
SF 228T Plus	Speaker with 8" Coaxial Driver and 70/100 V Transformer, Pair	Base	Each	4	\$2,532.00
XTP DTP 24P/1000	ExtronXTP DTP 24 Plenum, 1000 ft	Base	Each	1	\$2,168.00
XTP DTP 24 Plug	ExtronXTP DTP 24 Plug, pkg 10	Base	Each	3	\$111.00
STP22P/1000	ExtronSTP22P 1000' (305 m)	Base	Each	1	\$384.00
HDMI Ultra/6	ExtronHDMI Ultra 6' (1.8 m)	Base	Each	13	\$624.00
HDMI Ultra/3	Extron4K Premium High Speed HDMI Ultra-Flexible Cable - 3' (90 cm)	Base	Each	9	\$297.00
BB 710M	ExtronBB 710M Back Box	Base	Each	1	\$102.00
STP22-2P/1000	ExtronSTP22-2P 1000' (305 m)	Base	Each	1	\$761.00
SPK14P/1000	ExtronSPK14P 1000' (305 m)	Base	Each	1	\$981.00
CTU 45	ExtronCTU 45 RJ-45 Crimp Tool	Base	Each	1	\$378.00
RSB 126	ExtronRSB 126 GRAY	Base	Each	8	\$384.00
RFF 102	ExtronRFF 102 GRAY	Base	Each	5	\$195.00
RFF 104	ExtronBasic Rack False Faceplate Kits: Quarter Rack Width, 1U	Base	Each	1	\$32.00
RSB 129	ExtronRSB 129 GRAY	Base	Each	4	\$192.00
AAP 102	ExtronAAP 102 BLACK	Base	Each	5	\$355.00
Two RJ-45 Female to Punch Down	ExtronAAP (2)RJ45 F-PNCHDWN CAT6 BLK	Base	Each	10	\$770.00
Blank Plate - Double	ExtronAAP BLANK PLATE BLACK	Base	Each	5	\$65.00
JB 225	ExtronJB 225 TWO-GANG	Base	Each	5	\$130.00
SW4 HD 4K Plus	ExtronFour Input HDMI Switcher	Base	Each	4	\$1,804.00
GS108PP-100NAS	NETGEAR8-port Gigabit Ethernet PoE+ Unmanaged Switch (GS108PP	Base	Each	1	\$133.00

CTI-6065K+UH20	Clear Touch65" 6000K+ Series Interactive Panel with USB HID / AGG / 20 Points of Touch - Ultra HD. Includes wall mount and Android wireless	Base	Each	5	\$15,185.00
CTI-PCMOD-MU16	DDR4 / 256GB SSD / Ultra HD (No Operating System	Base	Each	5	\$4,335.00
CTS-WC110-UHHD	Clear Touchwebcam for the Cleartouch display	Base	Each	1	\$136.00
481A71001	Balance BoxBalanceBox® 400 MOBILE STAND MIX	Base	Each	1	\$408.00
480A12	Balance BoxBalanceBox 400-70	Base	Each	5	\$3,470.00
481A70	Balance BoxUniversal VESA Interface	Base	Each	5	\$395.00
55411- SMSMD36S1145B	Spectrum IndustriesInspiration Plus Lectern(55411-SMSMD36S1145B0000)	Base	Each	1	\$1,540.00
	Spectrum IndustriesRack Mount Cantilever Shelf 97502 3RU	Base	Each	1	\$66.00
LOK600TVKB	Logitechwireless key boards	Base	Each	5	\$330.00
LOM510BL	Logitechwireless mouse	Base	Each	5	\$125.00
PV-3330G	MagnusTripod	Base	Each	1	\$25.00
USB3-AMF-25PROA	ComprehensivePro AV/IT Active USB 3.0 A Male to Female 25ft (Center Position) Cable	Base	Each	1	\$84.00
LOT	AssortedMISC. INSTALLATION MATERIALS (Nuts, Bolts, assorted hardware, assorted cabling) & Misc Admin costs required for installation)	Base	LS	1	\$1,866.00
LOT	ENGINEERING/INSTALLATION SERVICES PERFROMED BY AN ELECTRICIAN	Base	LS	1	\$19,039.16
LEARNING COMMONS CUBICLE ROOM 359					\$7,355.74
CTI-6065K+UH20	/ AGG / 20 Points of Touch - Ultra HD. Includes wall mount and Android wireless	Base	Each	1	\$3,037.00
CTI-PCMOD-MU16	PC Module - Intel i5 Six Core / 16GB DDR4 / 256GB SSD / Ultra HD (No Operating System	Base	Each	1	\$867.00
CTS-WC110-UHHD	webcam for the Cleartouch display	Base	Each	1	\$136.00
CMA110	8" (203 mm) Ceiling Plate	Base	Each	1	\$55.00
XCM1U	FUSION™ X-Large Single Pole Flat Panel Ceiling Mounts	Base	Each	1	\$463.00
CMS0810	8-10' Adjustable Extension Column	Base	Each	1	\$186.00
LOK600TVKB	Logitech wireless key board	Base	Each	1	\$66.00
LOM510BL	Logitech wireless mouse	Base	Each	1	\$25.00
PV-3330G	Magnus Tripod	Base	Each	1	\$25.00
USB3-AMF-25PROA	Pro AV/IT Active USB 3.0 A Male to Female 25ft (Center Position) Cable	Base	Each	1	\$84.00
SBA-L	SMART Technologies SET OF self powered speakers	Base	Each	1	\$230.00
MPS-2PP-6ST	Comprehensive stereo mini plug to 2 RCA plugs audio cable	Base	Each	1	\$3.00
E-HDVAM-M-19	Liberty AV Solution stabletop HDMI / VGA -audio cable 19'	Base	Each	1	\$142.00
P3000T	Gage, Slotted unistrut to bridge steel ceiling beams to hang ceiling mount	Base	Each	1	\$37.00

LOT	hardware, assorted cabling required for installation)	Base	LS	1	\$163.00
LOT	ENGINEERING/INSTALLATION SERVICES PERFROMED BY AN ELECTRICIAN	Base	LS	1	\$1,836.74
All Locations					\$122.00
MAN HOUR	ENGINEERING/INSTALLATION SERVICES PERFROMED BY AN ELECTRICIAN	Option	\$/HR	1	\$122.00

ATTACHMENT E

Resurfacing the Parking Lot to Support the New Career & Advanced Technology Center

Extended Price Analysis						Not at Pre-bid Can't consider			Not at Pre-bid Can't consider
Reference Number	Description	Type	UOM	Quantity	Extended Estimate	BrightLine Construction	Gessler Construction	James J. Anderson Construction Company, Inc.	DePaul And Company Inc.
Total Extended						\$221,492.00	\$246,600.00	\$268,000.00	\$324,567.88
Default Item Group						\$221,492.00	\$246,600.00	\$268,000.00	\$324,567.88
	General Construction - Parking Lot 1 Improvements (Site Contract)	Base	Lot	1		\$221,492.00	\$246,600.00	\$268,000.00	\$324,567.88

ATTACHMENT F

Online Access to Books Presentation



Online Access to Books

Business Affairs Committee

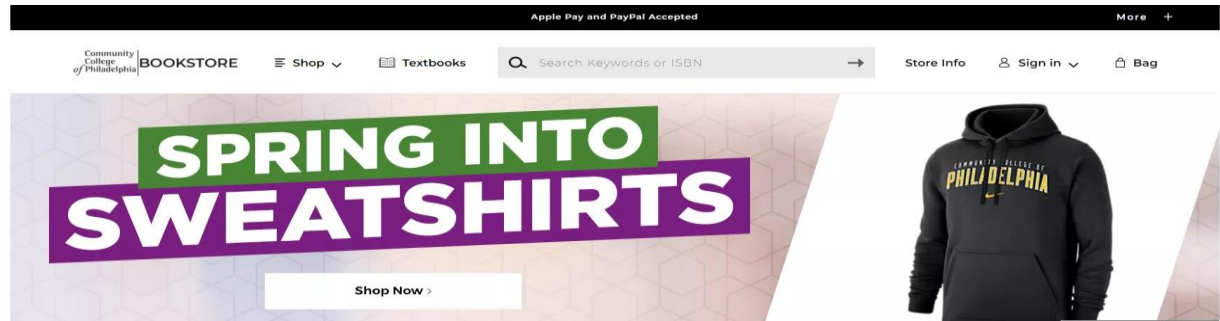
March 23, 2022

Agenda

- Follett Higher Education Group
- What is Follett Access
- CCP Follett Access Courses Sales
- Cost Comparison
- Questions

Follett Higher Education Group

- Campus Bookstore Partner since December 2019
- Follett has 8 out of the 15 of the Pennsylvania Community Colleges



What is Follett Access

- Follett ACCESS is a proven solution for delivering course materials directly to the individual student and including the cost as part of tuition or course charges.
- Program was developed to assist with retention and student success as well as provide cost savings to students.
- Materials are delivered on or before the start of the course via the Learning Management System (LMS) Canvas.
- Academic freedom is the principle of freedom of expression for scholars engaged in discipline-related teaching, learning, research, publication and service.

CCP Follett Access Courses

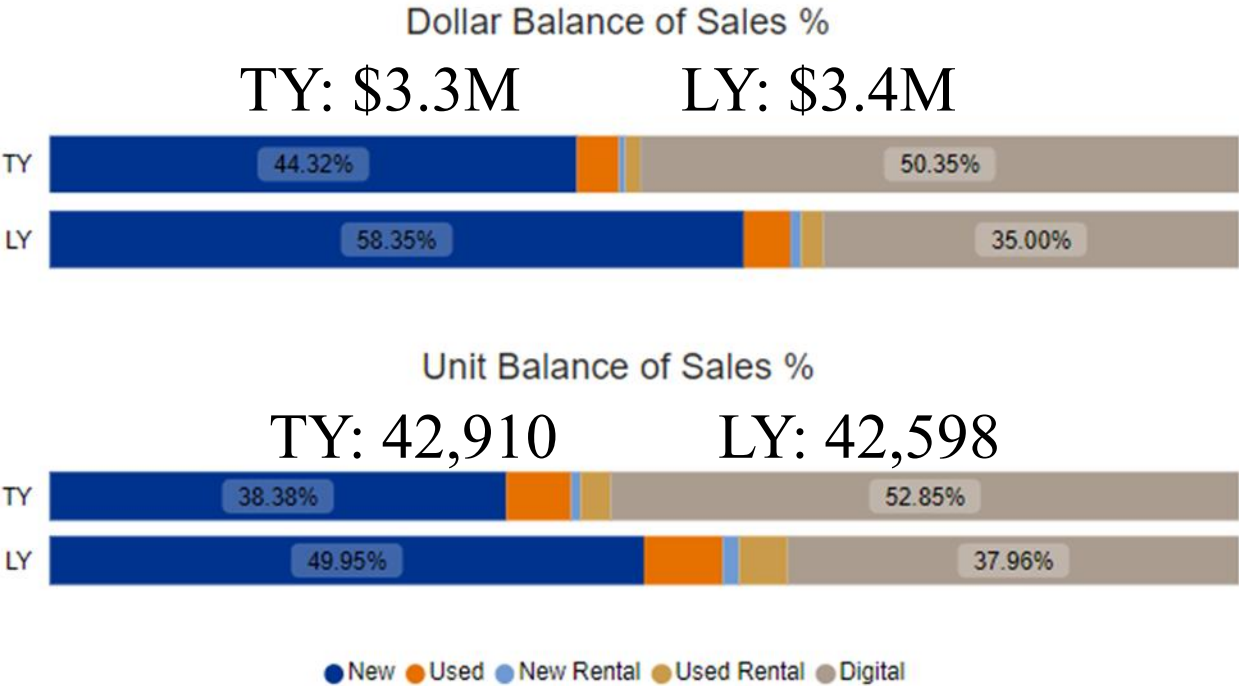
- The program has expanded from 9 courses SP20 to 54 courses SU22/FA22
- Delivered physical materials as well as Digital (ADC 109/ACCT101/ACCT102)
- SU22/FA22 Courses:

ACCT	101	AH	101	BHHS	171	BUSL	215	ED	214
ACCT	102	AH	103	BHHS	194	CIS	103	ED	265
ACCT	111	AH	112	BHHS	241	CIS	205	FMNT	016
ACCT	201	AH	116	BIOL	100	CIS	270	FMNT	017
ACCT	202	AH	190	BIOL	104	CIS	271	FMNT	019
ACCT	203	AH	201	BIOL	106	ECON	112	FNMT	118
ACCT	206	AH	204	BIOL	211	ECON	120	FMNT	101
ACCT	208	AH	220	BIOL	241	ECON	181	MNGT	142
ACCT	215	AT	100	BIOL	225	ECON	182	NUTR	106
ADC	109	BHHS	101	BUSL	125	ED	201	NUTR	111
								PHYS	111
								PHYS	112
								PHYS	140
								PHYS	241

Cost Comparisons

COURSE	ACCESS COST	PHYSICAL COST	SAVINGS
AH 101	\$78.75	\$182.75	\$104
BIOL 106	\$76.00	\$236.00	\$160
BIOL 241	\$76.00	\$234.50	\$158.50
CIS 106	\$81.25	\$231.00	\$149.75

Community College of Philadelphia



All Follett Pennsylvania Community Colleges (8)

Dollar Balance of Sales %



Unit Balance of Sales %



● New ● Used ● New Rental ● Used Rental ● Digital

All Follett Community Colleges (National)

Dollar Balance of Sales %



Unit Balance of Sales %



● New ● Used ● New Rental ● Used Rental ● Digital

QUESTIONS ?

MEETING OF AUDIT COMMITTEE
Community College of Philadelphia
Tuesday, March 29, 2022 – 10:00 a.m.

Present: Mr. Anthony J. Simonetta (*via Zoom*), Mr. Jeremiah White (*via Zoom*), Mr. Steve Herzog (*via Zoom*), Mr. Michael Soileau (*via Zoom*), Donald Generals, Ed.D., Mr. Jacob Eapen, Victoria Zellers, Esq., Mr. Gim Lim, Ms. Anela Kruse (*via Zoom*), Mr. Robert Lucas (*via Zoom*), Shannon Rooney, Ph.D., Darren Lipscomb, Ed.D., and representing Grant Thornton: Ms. Angelica Roiz and Mr. Alex Ney

AGENDA – PUBLIC SESSION

The Audit Committee meeting was held on-campus and also available via Zoom for those who could not attend in person.

1. Approve Minutes of Audit Committee Meeting on September 27, 2021 (Action Item):

Action: Mr. Anthony Simonetta asked whether anybody has corrections or changes to the minutes. Hearing no changes, Mr. Simonetta asked for a motion to recommend acceptance of the September 27, 2021 Audit Committee meeting minutes (Attachment A). Mr. Jeremiah White made the motion. Mr. Simonetta seconded the motion. The motion passed unanimously.

2. 2020-2021 Uniform Guidance Report (Action Item):

Ms. Angelica Roiz, the Audit Partner from Grant Thornton presented the results of the 2020-2021 Uniform Guidance audit (Attachment B). She informed the Committee that the attached draft was the long form version of the financial statements. The short form was issued at the September, 27, 2021 meeting. Ms. Roiz then pointed the group to the Schedule of Expenditures and Federal Awards (SEFA) on page 71. The SEFA was the subject of the Uniform Guidance compliance audit which is required for all recipients of Federal awards of \$750,000 or more. Ms. Roiz explained that they reviewed all the federal programs and selected programs for testing that provided 20 percent coverage of total expenditures. She then proceeded with the Uniform Guidance presentation (Attachment C). The areas of focus were the Student Financial Assistance Cluster, the Education Stabilization Fund and the Career and Technical Education grants. The Education Stabilization Funds included HEERF I which started in 2020 in response to the pandemic and HEERF II which was awarded in 2021 where there was a student portion and an institutional portion. It also included funding that was passed through by the State under the GEER fund which is the Governor's Emergency Education Relief fund. Grant Thornton reviewed the grant agreements, award periods, and performed sample testing of expenses. They reviewed the lost revenue calculations, the methodology behind that, and discussed with management. These processes will continue through fiscal 2022 under HEERF III.

From a technology perspective, Grant Thornton examined Banner's General Ledger module and the Student Financial Aid module as part of their substantive testing. They examined roles and responsibilities to ensure proper segregation of duties, they reviewed the preparation and approval of journal entries, and they also tested for system controls.

Ms. Roiz reported that they have not identified any compliance or control findings in their testing so far. There are a handful of items that they are still waiting for including some items relating to the new requirements that management is working to provide. Barring any issues and questions on the handful of items, they should be able to issue a clean report and not have any additional matters for this group's attention.

Ms. Roiz concluded her presentation by pointing to the resources available from Grant Thornton on the last two slides of her presentation.

Action: Mr. Simonetta asked for a motion to recommend acceptance of the June 30, 2021 Uniform Guidance report. Mr. White made a motion to accept the June 30, 2021 Uniform Guidance report. Mr. Steve Herzog seconded the motion. The motion passed unanimously.

3. Internal Audit Plan (Information Item):

Mr. Robert Lucas provided an update on the 2020-2022 Internal Audit Plan. He provided a summary report of activities since the last Audit Committee meeting and a spreadsheet of the Internal Audit Plan by email in advance of the meeting. Mr. Lucas stated that, since the last Audit Committee meeting, one audit had been finalized, three other reports are still being discussed with management, and three audits are in various stages of progress.

Mr. Lucas also reviewed the 2020-2022 Internal Audit Plan in Excel format showing what stages the FY21-22 audits were at based on the codes shown on the plan.

Lastly, Mr. Lucas reviewed with the Committee the Internal Audit Follow Up Matrix on which the audit comments, recommendations, and management's action plans are tracked. The matrix had also been distributed to the committee members by email in advance of the meeting. He Provided an overview of the status of the audit comments based on the color coding on the spreadsheet to denote the status of management's actions plans. Mr. Lucas noted a number of action plans were completed by management since the previous meeting as highlighted in green. He explained that the remaining comments are those for which the original action plan target dates have not occurred (no color highlighting), those for which action plans are in progress (highlighted in yellow), or those for which more than a year has passed since the original target date for the agreed upon actions (highlighted in red).

Audit Committee member Mr. Michael Soileau asked Mr. Lucas whether there should be concern about any of the items highlighted in red. Mr. Lucas stated that these items are older or past their expected action plan date but that he continues to meet with management frequently about them to ensure there is continued progress on the action plans for items highlighted in red.

4. Internal Audit Committee (Information Item):

Mr. Simonetta asked whether there were any new issues at the Internal Audit Committee (IAC) meetings. Mr. Lucas updated the Audit Committee members that the IAC continues to meet and noted that several of the audit reports on the quarterly update memo had been discussed at the IAC meetings with resolutions to various discussions and questions. Mr. Lucas noted he currently working with management to finalize one such audit report listed on the update memo which should be completed and issued to management in April.

5. June 2022 Meeting Date (Information Item):

Mr. Simonetta announced that next meeting of the Committee will be in June 2022 at which time Grant Thornton will discuss their proposed Audit Plan for the 2021-2022 Fiscal Year.

Mr. Simonetta asked whether there were any questions before adjourning the meeting. Mr. White asked about the HEERF stimulus funds and whether we were in compliance with regulatory requirements. Ms. Roiz explained they selected samples from the funds for testing and explained how the funds were used. Part of it was awarded directly to students as financial assistance, and part of it was applied towards discharge of student debts, recovery of lost revenues, purchased of supplies and equipment and for IT upgrades. Ms. Roiz said they reviewed and tested controls over the expenditures, approvals and period of performance.

Hearing no other questions, Mr. Simonetta asked for a motion to adjourn the meeting. Mr. Herzog moved and Mr. Soileau seconded the motion.

We are still trying to finalize the June 2022 date but we might need to move the meeting to the end of May 2022.

EXECUTIVE SESSION

During any audit committee meeting; Management, The Independent Auditors or the Internal Auditor may request an Executive Session to meet privately with the Audit Committee.

GSL/lmh
Attachments

cc: Dr. Donald Generals, Jr.
Mr. Jacob Eapen
Ms. Victoria Zellers, Esq.
Mr. Robert Lucas
Mr. Derrick Sawyer
Ms. Anela Kruse
Representing Grant Thornton: Ms. Angelica Roiz
Representing Grant Thornton: Mr. Alex Ney

ATTACHMENT A

Minutes from September 27, 2021 Audit Committee Meeting

**MEETING OF AUDIT COMMITTEE
Community College of Philadelphia
Monday, September 27, 2021 – 10:00 a.m.**

Present: Mr. Anthony J. Simonetta, Mr. Jeremiah White (via Zoom), Mr. Steve Herzog (via Zoom), Donald Generals, Ed.D., Mr. Jacob Eapen, Victoria Zellers, Esq. (via Zoom), Mr. Gim Lim, Mr. Robert Lucas (via Zoom), and representing Grant Thornton: Ms. Angelica Roiz and Mr. Alex Ney

Absent: Ms. Lydia Hernández Vélez & Mr. Derrick Sawyer

AGENDA – PUBLIC SESSION

The Audit Committee meeting was held on-campus for the first time since the last pre-pandemic meeting in September 2019. Zoom continued to be available for those who could not attend on-campus. Mr. Jacob Eapen informed Mr. Anthony Simonetta that Mr. Michael Soileau is the new Chair of the Business Affairs Committee and he will be attending future Audit Committee meetings.

6. Approve Minutes of Audit Committee Meeting on June 15, 2021 (Action Item):

Action: Mr. Simonetta asked whether anybody has corrections or changes to the minutes. Hearing no changes, Mr. Simonetta asked for a motion to recommend acceptance of the June 15, 2021 Audit Committee meeting minutes (Attachment A). Mr. Steve Herzog made the motion. Mr. Jeremiah White seconded the motion. The motion passed unanimously.

7. 2020-21 Fiscal Year Audit Report (Action Item):

Ms. Angelica Roiz presented the results of the 2020-2021 audit results (Attachment B). She informed the Committee that the short form report of the June 30, 2021 Financial Statements (Attachment C) was due to the City by the end of the month but was informed that the City has provided an automatic extension because of the pandemic. She noted that the College is a component unit of the City.

Ms. Roiz reported that the audit was completed with the full cooperation from management consistent with the timeline shared with the Audit Committee at its June 2021 meeting. Ms. Roiz reported that the audit went smoothly and they have completed their procedures and testing. The report issuance will be sometime this week. They will be back in the fall to perform the Uniform Guidance audit which will be reported to the Audit Committee next March 2022. The Uniform Guidance audit will take a deeper look at the impact of various federal relief programs.

Mr. Alex Ney then reported there were no adjustments or findings to this year's audit. He proceeded to overview the areas of significant audit focus. Ms. Roiz added that within federal awards and state grants, anytime there is a potential of management override of controls, they have to presume fraud risk and therefore consider it as an area

of significant audit focus. Other areas of significant audit focus were investments, tuition revenues, appropriations, OPEB and new for this year were New Market Tax Credit and CCP Development, LLC. Ms. Roiz reported that technology support was part of the audit process. Their technology specialists performed a review of the financial aid module, tested administrator access and conducted password testing.

Ms. Roiz concluded her presentation by providing an industry update. She reported that S&P's 2021 outlook for the Higher Education sector remains 'negative' primarily due to declining enrollment. However, public colleges are expected to fare better than private non-profits and for profit schools. Ms. Roiz reported that approximately \$69 billion of COVID relief funding has gone mostly to public colleges. Mr. Eapen added that Moody's Investors Service has kept the College's credit rating the same with a stable outlook. Mr. Simonetta noted that on COVID relief funding (Attachment B – Page 22), the amount Received was greater than the Eligible amount for the For-Profit sector. Ms. Roiz agreed that it was probably transposed and will follow-up on it.

Ms. Roiz thanked Management for all of their hard work and cooperation during the audit.

Action: Mr. Simonetta asked for a motion to recommend acceptance of the June 30, 2021 Financial Statement Audit report. Mr. White made a motion to accept the June 30, 2021 Financial Statement Audit. Mr. Herzog seconded the motion. The motion passed unanimously.

8. Internal Audit Committee/Internal Audit Plan (Information Item):

Mr. Robert Lucas provided an update on the 2020-2022 Internal Audit Plan (Attachment D). He provided a summary report of activities since the last Audit Committee meeting and a spreadsheet of the Internal Audit Plan by email in advance of the meeting. Mr. Lucas stated that, since the last Audit Committee meeting, two audits had been completed with draft audit reports issued to management, two other reports are still being discussed with management, and three audits are in various stages of progress.

Mr. Lucas also reviewed the 2020-2022 Internal Audit Plan in Excel format showing what stages the FY21-22 audits were at based on the codes shown on the plan.

Lastly, Mr. Lucas reviewed with the Committee the Internal Audit Follow Up Matrix on which the audit comments, recommendations, and management's action plans are tracked. The matrix had also been distributed to the Committee members by email in advance of the meeting. He reviewed the status of the audit comments for which management action plans are not yet fully addressed. He reviewed these comments with Committee members based on the color coding used on the spreadsheet to denote the status of management's actions plans. Mr. Lucas noted a number of action plans remain which are in progress (highlighted in yellow), or for which more than a year has passed since the original target date for the agreed upon actions (highlighted in red). Mr. Lucas noted that he expected some of the actions to have more attention now that the return-to-campus activities have been accomplished.

9. March 2022 Meeting Date (Information Item):

The next meeting will be to discuss the results of the College's Uniform Guidance Audit. Typically, this meeting is scheduled for the month of March, since the deadline to submit the results to the Department of Education is March 31st of each year.

EXECUTIVE SESSION

An Executive session of the Audit Committee was held with Grant Thornton and the College staff.

GSL/lh
Attachments

cc: Dr. Donald Generals, Jr.
Mr. Jacob Eapen
Ms. Victoria Zellers, Esq.
Mr. Robert Lucas
Mr. Derrick Sawyer
Ms. Anela Kruse
Representing Grant Thornton: Ms. Angelica Roiz
Representing Grant Thornton: Mr. Alex Ney



PRESENTATION TO THOSE CHARGED WITH GOVERNANCE

2021 Annual Uniform Guidance Audit Results Presentation

Community College of Philadelphia

March 29, 2022

This communication is intended solely for the information and use of management and those charged with governance of Community College of Philadelphia and is not intended to be and should not be used by anyone other than these specified parties.

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Areas of focus for Single Audit

The following provides an overview of the major programs tested this year; it has been determined based on the final schedule of expenditures of federal awards prepared by management.

Major programs	2021	2020	2019
Student Financial Assistance Cluster	X	X	X
Education Stabilization Fund (AL# 84.425)	X	X	
Career and Technical Education – Basic Grants to States (AL# 84.048)			X

Areas of focus for Single Audit (continued)

The following provides an overview of the areas of significant audit focus based on our risk assessments.

Area of focus	Results
Compliance with Uniform Guidance	<p>Perform compliance and controls procedures in accordance with the Uniform Guidance Requirements, including:</p> <ul style="list-style-type: none">• Planning, identification of major federal programs and risk assessment.• Review the respective federal compliance supplement and, as applicable, the specific grant/award agreements and assess and document the applicable compliance requirements.• Document/update internal controls over compliance for each of the respective major federal programs or clusters.• Test compliance and internal controls over compliance for each direct and material compliance requirement over each major federal program.<ul style="list-style-type: none">• There are 12 compliance requirements for each major program. Of these, typically 6-8 have been direct and material to each major program or cluster.• Consistent with prior years, we audited compliance associated with the federal Student Financial Assistance (SFA) Cluster as well as the Education Stabilization Fund (HEERF).• Test the reconciliation of the schedule of expenditures of federal awards to the respective amounts included within the financial statements.

Areas of focus for Single Audit(continued)

The following provides an overview of the areas of significant audit focus based on our risk assessments.

Area of focus	Results
Compliance with Uniform Guidance (continued)	<ul style="list-style-type: none">• Communicate compliance/control findings, if any, to management and TCWG^{**}.• Address resolution of communicated compliance/control findings and understand management's response to be included in the corrective action plan.• Assess completeness of disclosures related to the federal schedule of expenditures, including the impact of any new federal funding associated with COVID-19 pandemic relief received during the year (HEERF).• Render respective independent auditor opinions.• Prepare the appropriate sections of the federal Data Collection Form submitted to the Federal Audit Clearinghouse.

^{**} Open for completion, pending receipt of final support items for purposes of student financial aid testing (Status Change & Enrollment Reporting).

Technology support as part of the audit process



An important component of our audit approach is to understand how IT is used and deployed in supporting business operations and producing financial reports. Our technology specialists place particular emphasis on the risks relating to the use of technology and its associated controls, processes and practices. Our general controls review evaluates the design of controls that mitigate risk in areas such as organization and operations, protection of physical assets, application systems development and maintenance, access controls and computer operations.

In scope system: Banner – general ledger and student financial aid

Commitment to promote ethical and professional excellence

We are committed to promoting ethical and professional excellence. To advance this commitment, we have put in place a phone and internet-based hotline system.

The Ethics Hotline (1.866.739.4134) provides individuals a means to call and report ethical concerns.

The EthicsPoint URL link can be accessed from our external website or through this link:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=15191

Disclaimer: EthicsPoint is not intended to act as a substitute for a company's "whistleblower" obligations.



Our best analyses and creative solutions for organizations and institutions

Articles in this year's report:

- Workforce strategies for the new age
- Strategies for hiring and retaining talent
- Learning from life sciences companies
- The case for a customer-centric approach
- Embracing a holistic ESG strategy
- DE&I, ESG and the compliance function
- Leveraging your mission to succeed
- Supporting mission through technology
- Leadership strategies in a virtual world
- The future of the corporate foundation

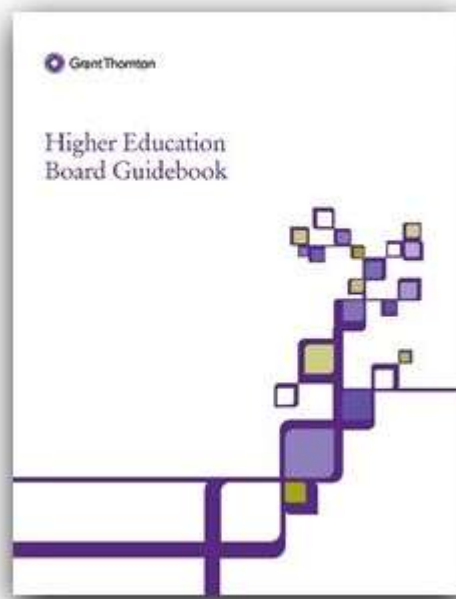
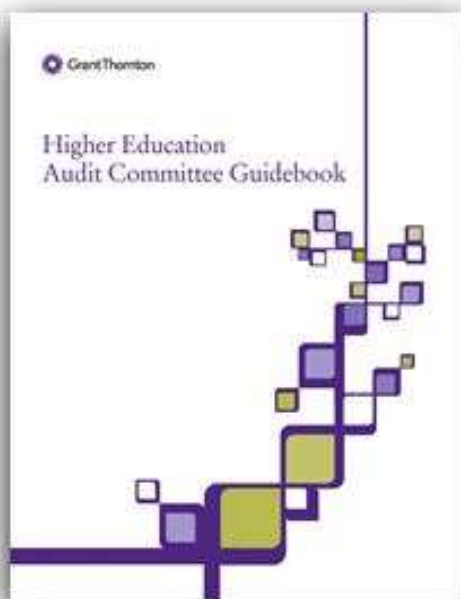
For higher education institutions:

- A framework for educational equity
- Student preferences help drive change
- Facilities and workforce expenses
- M&A accelerates in higher education



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Each year, leaders from Grant Thornton LLP's Not-for-Profit and Higher Education Practices provide learning opportunities through our webcast series. These sessions cover a wide variety of trending topics and regulatory updates relevant to not-for-profit and higher education management and trustees. We welcome you to visit grantthornton.com/nfp for more information on upcoming webcasts and to access past webcasts, which are archived for one year.



MAR 24

The state of the not-for-profit and higher education sectors

[Register to attend](#)



JUN 15

The race for talent: Attracting and retaining your nonprofit workforce

[Register to attend](#)



SEP 14

Not-for-profit accounting, regulatory and Uniform Guidance update



DEC 7

Evolving role of a not-for-profit's chief diversity officer

All webcasts are from 2:00-3:30 p.m. ET.

ATTACHMENT D

2020-2022 INTERNAL AUDIT PLAN STATUS

COMMUNITY COLLEGE OF PHILADELPHIA

Date: March 22, 2022
To: Audit Committee Members
From: Robert Lucas, Internal Auditor
Subject: Internal Audit – Plan Status and Other Information
Copies: Donald Generals, Jacob Eapen, Victoria Zellers

Since the last Audit Committee meeting, the following audit work has been performed:

Audit reports finalized and issued to management:

- Send Word Now
- Draft reports in discussion with management:
 - 50th Anniversary Scholars Program
 - CAN-SPAM Act
 - Social Media Accounts
- Audits in progress:
 - PC Lending Program
 - Part-Time Faculty Medical Benefits
 - Veterans' Resource Center
- Updated the Internal Audit Follow Up Matrix based on responses and target dates from senior management.
- Completed an investigation related to the Department of Education audit of Student Financial Aid as requested by the Audit Committee and General Counsel.
- Facilitated an update of the division / department disaster recovery plans. A full set of updates of prior plans are planned by June 30.
- Participated in development of Middle States self-study.
- Internal Audit Committee meetings are scheduled quarterly and continue to occur via Zoom chaired by the Internal Auditor.

* * * * *

Community College of Philadelphia
Internal Audit Plan - July 1, 2020 to June 30, 2022

Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage	Planned Quarter
Financial Audits					
Check Requests - Vendors	L	Verify controls for payments to vendors	2021	7	2
Check Requests - Employees	L	Verify controls for reimbursements to employees	2021	7	2
403(b) Transactions *	L	Determine controls over payments to retirement savings vendors	2022		2
Operational Audits					
403(b) Administration *	L	Determine controls over employee requests related to retirement savings	2022		2
Part-Time Faculty Medical Benefits	L	Determine controls and accuracy of medical coverage paid by staff	2021	4	4
Veterans' Resource Center	M	Compliance with Veterans' Education Benefits Laws	2022	3	1
Compliance					
Catto Scholarship	M	Determine compliance with requirements	2022		3
Right to Know Requests	L	Compliance with related laws	2022		3
State Recruiting Regulations	M	Determine compliance with regulations / restrictions	2022		1
Family Medical Leave Act	L	Determine compliance with policies, procedures and regulations	2022		4
Vendor Management	L	Determine the controls, procedures and risk management in place to ensure vendors are meeting their stated levels of goods, services, timing and pricing.	2022		4
Forgivable Loans	L	Compliance with procedures and controls for such loans	2021	7	1

Community College of Philadelphia
Internal Audit Plan - July 1, 2020 to June 30, 2022

Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage	Planned Quarter
IT Audits					
Network Security	L	Determine adequacy of controls for systems access via review of external audit work	2021	7	1
Send Word Now	M	Determine adequacy of administration controls (roles and responsibilities; database; testing)	2021	7	3
CAN-SPAM Act (Email Solicitations)	L	Determine adequacy of controls for access and posting to College social media accounts and for email solicitations	2021	5	3
Social Media Accounts	L	Determine adequacy of controls for access and posting to College social media accounts and for email solicitations	2021	5	3
IT PC Lending Programs	M	Determine adequacy of procedures and controls related to lending laptops and other IT equipment to employees and students	2021	4	4
Alternate Audits					
Other Accounts Receivable	L	Determine adequacy of procedures and controls over A/R other than tuition			
Computer Loans	L	Determine adequacy of procedures and controls related to employees loans for computer purchases			
Lion Card	L	Determine controls over prepaid card program			
Paid Time Off Recordkeeping	L	Determine adequacy of procedures and controls over PTO recordkeeping			

Community College of Philadelphia
Internal Audit Plan - July 1, 2020 to June 30, 2022

Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage	Planned Quarter
Administrative					
Follow Up on Prior Issues			Ongoing		Ongoing
Committee Meetings (Grants, Data Breach, EMT, external audits/reviews)			Ongoing		Ongoing

Stage:

Risk Assessment / Planning	1
Announcement / Contact	2
Opening Meeting Held	3
Fieldwork	4
Draft Report Issued	5
Closing Meeting Held	6
Final Report Issued	7

Risk Ratings are Low (L), Medium (M), or High (H) based on a compilation of individually-rated risk factors including: financial statement impact; transaction volume; public relations/reputation; student satisfaction; legal/regulatory compliance; corporative initiatives; significant changes; known problems/issues; staff/faculty satisfaction; and executive override.

Community College of Philadelphia Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
59	5/25/2016	ITS Physical Security John Wiggins	ITS and Facilities management should take appropriate steps and plans to reduce the risks associated with connectivity rooms left wide open.	6/30/17 6/30/18 9/15/18 (Status Update) 5/31/22	ITS management noted that a plan to move the connectivity hardware to a separate room. ITS management states that the project has again been included and approved in the capital budget for the 2016-2017 fiscal year although they do not know when construction will begin. The project has been re-scheduled for the Spring/Summer of 2018. The current IT Closet has been locked down at the WERC campus and is no longer used by custodians or others. An alternative space for this ITS connectivity room has been included in a larger project for this regional center. Consequently, the project has been re-scheduled for the fall semester of 2018. The college will be building the Career And Advanced Technology Center @ the WRC campus . An IT closet will be in the new building and all equipment will be moved from the current closet to the new closet. The projected completion for the new building will be August 2021.
63	5/25/2016	ITS Physical Security John Wiggins Vijay Sonty	Management should consider installing additional gaseous systems in rooms which have significant risk of business and classroom interruption based on the type of equipment in the connectivity rooms.	6/30/17 (Update of Progress) 4/30/18 9/15/18 (Status Update) 5/31/19 6/30/21 3/31/22	Management has decided to upgrade the fire suppression systems from sprinklers to gaseous systems in three rooms deemed critical due to the nature and value of electronic equipment in those rooms. Specifically, upgrades in rooms B2-39, MG-6A and W1-E1 have been included in the budget for the 2016-2017 fiscal year and, as such, should be completed by June 30, 2017. Update as of 12/21/2016: Phase One: The 3 CRITICAL Closets (MG-6A, B2-39, W1-E1) are pending the release of the RFP for installation of the FM200 fire suppression systems. Phase 2: Time and funding permitting the regional center IDF's will be addressed later for gaseous fire suppression. The scope of work for this project was completed. RFP is expected to be posted by 10/4/17 with work to be completed by 4/30/18. RFPs have been issued. Work is expected to be performed over the summer 2018 and completed by the start of the fall semester. Fire Suppression will be installed for MG-6A and W1-E1 and work will be done on ceiling installations to support the fire suppression equipment. B2-39 no longer needs this upgrade as critical equipment housed in that space has been moved to a protected room. Several RFPs have been issued but costs were prohibitive vs the risk. Work was expected to be performed over the summer 2018 and completed by the start of the fall semester. Fire Suppression preparations for MG-6A and W1-E1 was completed on ceilings and rooms to support the fire suppression equipment. Facilities/IT engaged a Data Center consultant through Dell and it was determined that an alternative Rack Mount enclosures with Fire Suppression and containment would possibly be a more cost effective solution. Quotes were obtained and discussions with consultants, Facilities/IT Staff determined that a data center study should be considered to further evaluate all IDF/MDF's at each campus. Rack Mount enclosures with Fire Suppression have been procured. They will be installed in 2-3 months once all electrical work is completed. The long-term goal is to move to Data Center to the cloud in 3-5 years.

Community College of Philadelphia Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
75	5/24/2018	Disaster Recovery and Response Plan Vijay Sonty	Substantive testing of the DRRP should be documented. Issues and resolutions should be tracked and documented until completed. Table-top exercises should also be performed periodically using a variety of scenarios and timing.	6/30/18 5/31/21 8/31/21 11/1/21	Testing procedures and results will be documented and maintained moving forward. Tabletop exercises will be added to the monthly DR meetings held in ITS. These procedures will also be documented in the DRRP within the next 90 days (no later than June 30, 2018). Will address this in the new Technology Plan which has been been drafted. Waiting to review will all College-wide committees to seek approval. Will be completed by end-of-May 2021. The Board of Trustees have approved the 2021-2025 Technology Plan. The DRRP plan has been documented and updated. A list of disaster recovery scenarios have been documented which focus on the loss of hardware in buildings or on campuses. Systems potentially affected or lost are listed for each scenario with possible recovery or bypass options. Disaster recovery topics/planning are included in bi-weekly ITS team meetings and documented in meetings minutes.
77	5/24/2018	Disaster Recovery and Response Plan Vijay Sonty	Cyber Breach Committee should meet quarterly to determine the status of data which may not be sufficiently secured. The CIO should be empowered to direct actions to be taken to secure this data. Senior management should be informed of risk areas not secured in a timely manner.	9/30/18 5/31/21 8/31/21 11/1/21	Data Breach Committee will begin meeting again prior to the end of the spring 2018 term. (Meeting was held on May 2.) The committee charge will be reviewed and refined during the first meeting. A meeting schedule will be presented to setup quarterly meetings. A survey for College units, similar to the 2016 survey, will be performed to determine the state of our PII data and the locations of such data. Will address this in the new Technology Plan which has been been drafted. Waiting to review will all College-wide committees to seek approval. Will be completed by end-of-May 2021. The Cyber Breach Committee had its first meeting on October 27, 2021 under the leadership of the new CIO. The agenda included: review of CCP data security tools & applications.
80	5/24/2018	ITS Physical Security John Wiggins Vijay Sonty	Several critical server rooms had sprinklers systems for fire suppression which would cause water damage to the equipment they are designed to prevent damage from fire. This concern was included in the ITS physical security audit report and management has established actions plans to replace the sprinkler systems in these rooms with gaseous fire suppression systems.	9/15/18 5/31/19 6/30/21 3/31/22	See Management Response / Follow Up for item # 63 above. A Risk vs. Reward analysis was conducted to review the need for investing and implementing a Fire Suppressant System. The recommendation was to explore moving key mission control systems (ERP and Student Information System) to the cloud. Leverage AWS for compute power, database storage, content delivery and other key functionality. Given the high cost of the fire suppressant system it is optimal to not invest in the FS system. Since we are implementing Dell VxRail Hyper Converged Infrastructure, this allows our infrastructure to be available with zero data loss and near instantaneous recovery and automated failover at our backup datacenter site. The strategy to move critical resources to the cloud will minimize the dependency on the onsite data center plus allow for less replacement of equipment in event of a disaster situation like power failure, fire, flooding, and physical security.

Community College of Philadelphia

Internal Audit Follow Up Matrix

Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
84C	6/19/2018 Emergency Operations Plan Randolph Merced	In order to enhance the value of the Send Word Now program to the College, Internal Audit recommends the following: Verify that all members of the emergency related groups received the test messages due to the importance of these groups receiving real emergency messages.	11/30/19	Receipt of the test message will be confirmed with each member of these groups. The target date for confirming all have received a test message is November 30, 2019. SWN administrators are able to determine the number of successful deliveries of test messages to the EMT and EPG members. Follow up as needed is the responsibility of the SWN administrators.
85	6/19/2018 Emergency Operations Plan Randolph Merced Allan Kopernick	In order to help ensure that students are aware of the EOP and other posted safety information, Internal Audit recommends that staff from the Public Safety Department participate in all student orientations to help ensure that appropriate safety information is provided to attending students including references to the College's EOP on the website.	1/21/2020 4/30/21 8/31/21	It is envisioned by the orientation planners that producing videos may be a way to effectively maximize its communication with new students. Public Safety is available to speak at the student orientation as desired by Student Affairs. Public Safety will produce several safety-related videos for new students as a means to help promote a safety culture as well as give valuable information to students on emergency preparedness. The target date to make videos available for the public January 21, 2020. The script for the video has been approved and production should begin in February / March 2021. Video has been posted to CCP website.
86	6/19/2018 Emergency Operations Plan Randolph Merced	Internal Audit recommends that the EOP be amended to include appropriate references to the DRRP. During an actual event, ITS management should be informed of all updates to help them prepare and respond in a timely manner to scenarios which will impact IT operations.	01/20/20	The DRRP mentions and points to the EOP in its preamble statement. Further, the crafters of the DRRP and EOP have worked together to ensure cohesion in processes and protocols in the event of an emergency. A review of both documents will be added to the EOP agenda as a standing item going forward with respect to incursions which both plans may be called into service. This bifurcated model will ensure there is no overlap, duplication or obstructive response from the Emergency response administrators. The Target date for a comprehensive review of these documents is January 20, 2020. <u>Neither document has been updated to reference the other.</u>
88	6/19/2018 Emergency Operations Plan Robert Lucas	Internal Audit recommends recovery activities should be prioritized as approved by senior management with outlines of specific actions and activities. In addition, a list of current vendors, and vendors whose services may be needed (e.g. hazardous materials clean up, water and smoke damage services, etc.) should be maintained within the EOP for quick reference.	5/15/2020 4/30/21 8/31/21	The Chief of Staff will recommend that the Cabinet direct all divisions to review existing, or develop new, disaster response and recovery plans that comply with the decentralization of recovery activities and detailed in the EOP. The target date for verifying that all divisions have such plans in place is May 15, 2020. The Cabinet will direct management to review and update these division plans on an annual basis. The Chief of Staff accepted responsibility for working with the Cabinet to ensure recovery plans were in place where needed through the College. Disaster Recovery Plans were developed in late 2019/early 2020 by all functional areas deemed to be critical by the division VP. Annual updates will be performed each year. The 2020 consolidated plan will be distributed by April 30, 2020.

Community College of Philadelphia

Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
87	6/19/2018	Emergency Operations Plan Randolph Merced	Internal Audit understands that the Director of Public Safety is initiating a process for the EOP to be reviewed, and updated as necessary, in the near future. Please confirm this understanding and provide the date of expected completion. Future reviews should be scheduled at least annually.	9/30/2019 8/31/21	The EOP is reviewed by the members of the Emergency Management Team throughout the year and, on an annual basis, the EMT chair reviews the agenda, recommendations, notes and commentary throughout the year and does a comprehensive review of the plan. The updated plan and its revisions are placed in the Public Safety Website for public consumption. The target date for completion of the current revision of the EOP is September 30, 2019. The Director of Public safety has assigned a working group form in the summer months to review and update the EOP. The data from the year, recommendations and revisions will be documented at that time. If there are no changes then the working group will advance the current report with an updated date reviewed signature on the Document's signature page.
92A	6/19/2018	Emergency Operations Plan Randolph Merced	Internal Audit recommends that media contacts be designated and documented in the EOP and they should be the same persons designated in the DRRP.	09/30/19	The Media Contacts will be included in the EOP which is currently undergoing the 2019 review and update process. The target revisions date for the 2019 update of the EOP is September 30, 2019 which will include the designated media contacts.
92B	6/19/2018	Emergency Operations Plan Shannon Rooney	Internal Audit recommends that media contacts be designated and documented in the EOP and they should be the same persons designated in the DRRP.	12/31/2019 5/28/21 8/31/21	The Critical Communications Plan is being revised and will be distributed to appropriate College managers. Target date for revision is December 31, 2019. The Critical Communications Plan will include designated media contacts and their contact information. The plan is expected to be completed by May 28, 2021.
93A	9/7/2018	Non-ITS Administered Programs Vijay Sonty	Internal Audit recommends that the Cyber Breach Group establish goals and timetables to address education of department owners related to PII, as well as the security of PII within the College's physical areas and systems.	TBD 5/31/21 8/31/21	A search for a new AVP of Information & Technology is in progress. As facilitator of the Cyber Breach Group, that person will be responsible for following up on any information still needed from the users departments of the SaaS programs based on the most recent survey. The new AVP will schedule another meeting of the Cyber Breach Group within 90 of his/her start date to review progress and next steps for this action. Cyber Breach Committee will be established and timetable and goals will be addressed in the next 90 days.
93B	9/7/2018	Non-ITS Administered Programs Victoria Zellers	Internal Audit recommends that the Cyber Breach Group establish goals and timetables to address education of department owners related to PII, as well as the security of PII within the College's physical areas and systems.	10/31/2019 5/31/21 8/31/21	The Office of the General Counsel is also expected to recommend procedures related to paper documents with PII held by various departments throughout the College. The target date for these recommendations to be made to Division management is October 31, 2019. Cyber Breach Committee will be established and timetable and goals will be addressed in the next 90 days.
94	9/7/2018	Non-ITS Administered Programs Vijay Sonty	Internal Audit recommends that the CIO and/or Purchasing Department management determine what contracts reference data storage in the cloud by vendors which may be evergreen or automatic renewal terms which may prevent the new review control from occurring. Such contracts should be reviewed against the new questionnaire and management should consider executing amendments to these contracts which address any cloud-related risks or internal control weaknesses of the vendor.	TBD 5/31/21 8/31/21	The new AVP of Information & Technology, when hired, will be tasked with developing a plan to identify existing contracts which could bypass new controls related to cloud storage due to auto-renewal or extension options. This person will work with management to take appropriate actions to ensure cloud controls for new contracts are implemented by the next renewal or extension. The target date for identifying contracts which have not completed a cloud questionnaire is 120 days after the start date of the new AVP. CIO will review contracts with purchasing in the next 90 days. Cloud questionnaire is required for new and renewed contracts. ITS and Legal ensure answers address the risks to the College.

Community College of Philadelphia

Internal Audit Follow Up Matrix

Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
95	9/7/2018 Non-ITS Administered Programs Vijay Sonty	Internal Audit recommends that each program owner be required to designate a backup administrator. The CIO should follow up on the current PII survey and obtain such designated persons for each program.	TBD 5/31/21 8/31/21	The new AVP, when hired, will review the latest SaaS survey at the next Cyber Breach Group meeting and develop recommendations to Division management or the Cabinet to help ensure all user department have designated such backup administrators. The target date for developing the recommendations is 90 days after the start date of the new AVP. This recommendation will be followed up after the Cyber Breach Group has been established. ITS has accepted the responsibility to be the backup administrator for all SaaS programs. ITS has made efforts to obtain such credentials for each program.
96	9/7/2018 Non-ITS Administered Programs Vijay Sonty	Internal Audit recommends that ITS review the programs listed in the PII survey and determine if there are time sensitive programs for which downtime for any reason could interfere with the functionality required by staff to perform their duties and provide services to both staff, faculty and students. Since ITS is well versed in continuity planning for the programs they manage, it would be prudent for ITS to assist departments with time sensitive programs in developing procedures related to such downtime.	TBD 5/31/21 8/31/21	The new AVP, when hired, will solicit management's input for each of the programs to determine if any are considered critical to the mission and work of the College, both academic and as a business, such that downtime will quickly be problematic. For any such programs, ITS will offer to consult with management to help ensure that the department and/or vendor is sufficiently prepared to address interrupted access promptly. The target date to solicit this information from management is 120 days after the start date of the new AVP.
97	9/7/2018 Non-ITS Administered Programs Vijay Sonty	Internal Audit requests that ITS confirm that it has access right to each program currently in use throughout the College.	TBD 5/31/21 8/31/21	The new AVP, when hired, will be tasked with developing recommendations to senior management related to the decentralization of these SaaS programs throughout the College and whether the AVP of Information & Technology should have access to these programs as well. The target date for making these recommendations to management is 90 days after the start date of the new AVP. ITS has obtained Back up administrative accounts for all SAAS programs throughout the College.
120	1/29/2020 Residency Verification Shannon Rooney	Internal Audit recommends that management consider that the procedures related to residency verification for students as currently documented and available in various areas, are not the procedures which are currently in practice during the application and admission processes.	06/30/21	The College will update the Residency policy. The College's admissions office will document the procedures that they currently use to verify residency in an internal facing procedures manual by June 30, 2021.
122A	9/30/2020 Network Security Review Vijay Sonty	Internal Audit recommends that management consider revising the policy to include audits and reviews such as this one which may not fall under the current defined scope of those which are the subject of the policy. This would ensure that the results of audits and reviews are presented to the Board including the findings, recommendations and action plans. The Board should be informed of the status of any such action plans until they are completed.	02/08/21	Management agrees with the recommendation to revise the current policy to ensure that the results of such reviews which include recommendations to create or strengthen internal controls, will be reported to the Audit Committee including progress updates related to recommended actions until they are completed. The Internal Audit Committee agreed on, and proposed suggested language to the Cabinet, to be included in a revision of this policy. The revised policy was approved by the Cabinet and the policy was posted on the College's website on February 8, 2021.
122B	9/30/2020 Network Security Review Vijay Sonty	Internal Audit recommends that management consider revising the policy to include audits and reviews such as this one which may not fall under the current defined scope of those which are the subject of the policy. This would ensure that the results of audits and reviews are presented to the Board including the findings, recommendations and action plans. The Board should be informed of the status of any such action plans until they are completed.	02/08/21	Management agrees with the recommendation to revise the current policy to ensure that the results of such reviews which include recommendations to create or strengthen internal controls, will be reported to the Audit Committee including progress updates related to recommended actions until they are completed.

Community College of Philadelphia

Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
130	12/30/2020	Forgivable Loans Victoria Zellers	Internal Audit recommends that management establish controls to require school documentation of the successful completion of courses for which loans were provided. Such controls should help ensure the legitimacy of information submitted by participants at the time the loans are requested.	06/30/21	Management will work on adding more controls to verify coursework and payment information including: (1) employee must submit an accurate copy of the invoice and a FERPA waiver to allow the College's representatives to call the institution and verify the enrollment, course registration, and payment amounts; and (2) employee must provide proof of payment. Although the FERPA Waiver will permit verification by the Controller's Department, HR, supervisors, and Divisional Vice Presidents or his/her designee, at this time it is intended that it will be the responsibility of each Vice President to designate someone in their area to verify the request for each semester in order to have a loan request approved. Management will update policy application by June 30, 2021. Policy was updated June 8, 2021. The Forgivable Loan Application and the College wide procedures for requesting and approving loan requests have both been updated and are in use.
131	9/23/2020	Forgivable Loans Victoria Zellers	The current policy governing forgivable loans, Policy #206 (dated 2010) should be reviewed for potential revisions after management has considered all of the comments and recommendations in this report.	06/30/21	The policy will be reviewed and changed to be consistent with the CBAs and College practice. Policy will be updated by June 30, 2021. Policy was updated June 8, 2021.
132A	9/23/2020	Forgivable Loans Victoria Zellers	Internal Audit recommends that management enhance the documented procedures to help ensure that other staff can perform all of the necessary tasks in the absence of the primary staff. The procedures should also address the necessary interactions with Human Resources, the President's Office, the Bursar's office and the Payroll group, as well as those to establish repayment agreements, to help ensure all of the related tasks of those groups are performed when needed.	06/30/21	Management will update the controls and verification process and has and will continue to seek opportunities to cross train employees. Policy and application will be updated by June 30, 2021. The Forgivable Loan Application and the College wide procedures for requesting and approving loan requests have both been updated and are in use.
132B	9/23/2020	Forgivable Loans Gim Lim	See 132A	07/31/21	Management will update the controls and verification process and has and will continue to seek opportunities to cross train employees. Controllers procedures based on the new application will be updated by July 31, 2021.
132C	9/23/2020	Forgivable Loans Gim Lim	See 132A	08/31/21	Management will update the controls and verification process and has and will continue to seek opportunities to cross train employees. Supervisors will be trained on new application and procedures over August 31, 2021.
133	9/23/2020	Forgivable Loans Victoria Zellers	Management should consider the financial benefits to both the employees and the College under this type of EAP. Internal Audit understands that this is a negotiated benefit in the CBA of both full-time faculty and classified/confidential employees but the tax benefits may be appreciated by the Federation before or during the next negotiation period.	06/30/21	Management will work on adding more controls to verify coursework and payment information including: (1) employee must submit an accurate copy of the invoice and a FERPA waiver to allow the College's representatives to call the institution and verify the enrollment, course registration, and payment amounts; and (2) employee must provide proof of payment. Although the FERPA Waiver will permit verification by the Controller's Department, HR, supervisors, and Divisional Vice Presidents or his/her designee, at this time it is intended that it will be the responsibility of each Vice President to designate someone in their area to verify the request for each semester in order to have a loan request approved. Management will update policy application by June 30, 2021.
135	9/23/2020	Forgivable Loans Lisa Hutcherson	Internal Audit recommends that all documentation and web pages related to the Forgivable Loan program be reviewed and updated as necessary to ensure the information provided by all sources is accurate and consistent.	07/31/21	The Classified CBA states that the Forgivable Loans are continued under "its current forgivable loan policy" which means that the employee has to pay 50% of the tuition. The forgivable loan policy was last revised in 2010 and needs to be updated to reflect changes from the 2012-2016 CBAs. HR web pages will be updated to refer to the Policy by July 31, 2021. The provision on being eligible at 90 days or 1 year (as stated in the CBAs) is the College's choice. The College may have a policy that is more generous than required in the CBAs, but should not change the CBAs because it is then locked into that change.

Community College of Philadelphia

Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
136	9/23/2020	Forgivable Loans Gim Lim	Internal Audit recommends the documentation requirements for the loan program be strengthened to help the funds are being used as intended and to minimize the risk of fraudulent transactions.	08/31/21	Management will revise the Application to include a FERPA Waiver to allow the College to verify the courses selected, and invoices. Supervisor or staff designated by VP will verify application, courses selected and invoices for each loan. Management disagrees that the employee has to pay and be reimbursed as some employees may not be able to front the costs. Management agrees to require proof of payment and will incorporate this into its processes by August 31, 2021. The Forgivable Loan Application and the College wide procedures for requesting and approving loan requests have both been updated and are in use.
138	9/23/2020	Forgivable Loans Gim Lim	Internal Audit recommends that management review the classes taken relative to the degree or program requirements originally approved. Management should consider strengthening or creating controls.	TBD	Management does retain discretion to not approve a loan to the extent it is different from the original approved program of study and will build in such a procedure to the semester by semester application to determine if further study is needed for the program originally approved.
139	5/26/2021	Send Word Now Vijay Sonty	SWN test messages are sent to EMT and EPG. Internal Audit recommends confirmation of these messages. See 84C above.		The Public Safety team has developed a schedule for sending test messages out to the public. The rationale for these test is twofold 1) to test the system, speed and accuracy and 2) to train administrative personnel who are responsible for sending out messages. The test is conducted approximately 2 weeks after semester start. Going forward there will be auxiliary test to various groups as defined within the SWN groups. Testing for the Emergency Policy Group (Cabinet) and Emergency Management Team (EMT) are schedule for this fall 2021. These test and outcomes will be documented under the Public Safety Report exec system for historic purposes. SWN administrators are able to determine the number of successful deliveries of test messages to the EMT and EPG members. Follow up as needed is the responsibility of the SWN administrators.
140	5/26/2021	Send Word Now Vijay Sonty	Internal Audit recommends that management develop procedures to ensure other staff can perform necessary tasks uncluding interactions between Public Safety, ITS, and Communication departments.		SWN is very easy to use and ITS plan on adding (3) additional backup resources who are proficient in the use of SWN messaging. Currently work is being done to codify an appropriate P&P to address ownership of the message at each level of an incident. We will compile relevant documentation which outlines the procedure Responsible positions who activates the mass notification system and at what critical point the responsibility of sending a message out. At which point are supplemental messages sent and who is responsible for that message
141	5/26/2021	Send Word Now Vijay Sonty	Internal Audit recommends that documented protocols be developed, approved by the Cabinet and distributed to the Executive Policy Group and the power users for SWN so that all persons who may be involved in creating, sending or authorizing SWN messages understand their roles and responsibilities.	TBD	Draft procedures have been developed. Distribution to EPG members and other backup users will occur in the near future.
142	5/26/2021	Send Word Now Vijay Sonty Jessica Hurst	Internal Audit recommends that the opt out process include or trigger communications to the person opting out to inform them of the risks of opting out of SWN messages.	TBD	ITS will explore sending an email to opting person to inform them of the risks of opting out.

Action plans are complete and will be moved to the Completed Items Tab

Community College of Philadelphia Internal Audit Follow Up Matrix

<i>Report Date</i>	<i>Area/ Responsible Party</i>	<i>Recommendation</i>	<i>Target Date</i>	<i>Management Response / Follow up</i>
Actions plans are in progress				
Action plans are over 1 year past the original target date; limited progress has been made; and/or no update was received				
Actions plans are expected to be reviewed with the new Internal Audit Committee				

Financial Statements and Report of
Independent Certified Public
Accountants in Accordance with OMB
Uniform Guidance

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

June 30, 2021 and 2020

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Trustees
Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

Report on the financial statements

We have audited the accompanying financial statements of the business-type activities and the discretely presented component units of Community College of Philadelphia (the "College") as of and for the years ended June 30, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component units of Community College of Philadelphia as of June 30, 2021 and 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other matters*Required supplementary information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis included on pages 5 through 13 and the required supplementary information on pages 54 through 56 be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. This required supplementary information is the responsibility of management. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America. These limited procedures consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other information

The statistical section, demographic statistics, and component unit combining information on pages 58 through 69 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other reporting required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report, dated September 28, 2021, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

**Community College of Philadelphia
(A Component Unit of the City of Philadelphia)**

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

June 30, 2021 and 2020

INTRODUCTION

This Management's Discussion and Analysis (MD&A) is based upon facts, decisions, and conditions known as of the date of the audit report. The MD&A should be read in conjunction with the financial statements and accompanying notes that follow this section.

Community College of Philadelphia (the College) has prepared its financial statements in accordance with Governmental Accounting Standards Board (GASB) principles, which establish standards for external financial reporting for public colleges and universities and require the financial statements presented to focus on the College as a whole. These statements include the statistical reporting section in accordance with GASB Statement 44.

The financial results of the Community College of Philadelphia Foundation (the Foundation) and CCP Development, LLC are reported as discrete component units. CCP Development, LLC was organized as a qualified active low-income community business (QALICB) to secure new market tax credit funding for the construction of the College's Career and Advanced Technology Center at 4750 Market Street, Philadelphia, Pennsylvania.

Financial and Institutional Highlights

- COVID-19 caused unprecedented disruptions to the College's operations. All on-campus credit coursework was suspended effective March 16, 2020 and resumed online beginning March 30, 2020. A laptop lending program was immediately implemented to provide students in need of the technology to complete their studies online. Free or discounted internet access was also made available to eligible students. A virtual student support center was established so students may access services including academic advising, tutoring, library services and financial aid online. The college campus and regional centers remained closed except for a very limited amount of coursework where students require practicum, including Dental Hygiene, Phlebotomy, Clinical Microbiology and others. New fully online workforce and professional development programs were created or converted for summer and fall 2020 terms. However, many vocational skills training programs, especially those requiring face to face instructions for effective learning or required by licensing bodies, were canceled or suspended in spring 2020 due to COVID-19.
- In October 2020, the College made the decision that the Spring 2021 semester would continue in a remote fashion except for those courses requiring student hands-on experiences or the use of specialized equipment, such as Dental Hygiene, Phlebotomy, Clinical Microbiology, and a few others.
- In April 2021, the College was awarded \$31.8 million from the Department of Education (DOE) through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Of the \$31.8 million awarded, \$8.05 million was allocated to emergency financial aid grants to students and the remaining \$23.75 million was allocated to the College to defray expenses associated with COVID-19 (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll) and to make additional financial grants to students. As of June 30, 2021, the College had drawn down and disbursed \$4 million of the emergency Financial Aid Grants to students and these amounts are included within student aid expenses in the statements of revenues, expenses, and changes in net position. As of June 30, 2021, the College had drawn-down and spent \$23.3 million of the institutional portion under the grant to replace lost revenue from academic sources (tuition, auxiliary, fees) and to provide additional emergency financial aid grants to students by way of discharging \$2.7 million of student account balances due to the College. Of the \$23.3 million in institutional award expenditures, \$18.7 million was recorded as federal grants and contracts in the statements of revenues, expenses, and changes in net

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED

June 30, 2021 and 2020

position and the remaining \$4.6 million is recorded as unearned revenue in the statements of net position and represents the portion of the revenue to which the College was not entitled based on the pro-rata portion of emergency financial aid grants to students which had not yet been disbursed to students at year-end.

- During 2021, the College has continued to address the unprecedented disruptions caused by the COVID-19 pandemic. Below are highlights of the College's response to the COVID-19 disruptions:
 - Discharged (forgave) in excess of \$2.75 million of debt from 3,776 student account balances.
 - Provided more than \$12 million of Higher Education Emergency Relief (HEERF) funds from the United States Department of Education directly to students as emergency aid.
 - Provided loaner laptops to students in need of technology to participate in distance education.
 - Accelerated the deployment of more technology during fiscal year 2021 to expand support of distance learning and remote work from home for employees. The College implemented the use of desktop capture, live streaming, enabled student-produced content, provided centrally managed video lessons for a wide variety of courses, and expanded on-demand resources. All in-person student services were converted to a virtual format, and a Virtual Student Support Services website was established to provide students access to the required services and support.
 - The College also upgraded its Data Center Network Infrastructure to support the increasing demand on its IT resources.
- The City of Philadelphia committed more than \$60 million over five years, from January 2021 through December 2026, to the College for the Catto Scholarship Program. The Catto Scholarship is an anti-poverty initiative of the Mayor that not only provides students with free tuition, but also funding for food, transportation to the College, and books via a monthly stipend. The commitment also includes a team of dedicated advisors and counselors to support the scholarship recipients. The Catto Scholarship's first cohort of seventy-four students began classes in January 2021. The cohort has since grown to 132 students. In 2021, the College received \$2.3 million in Catto Scholarship funding.
- Several new workforce and career programs were added through the College's online partnership with Condensed Curriculum International, a national workforce education provider that works exclusively with over 500 public colleges, universities and employers across the country. These offerings included EKG Technician, Pharmacy Technician, Phlebotomy Technician, Clinical Medical Assisting, HVAC, Logistics and Distribution Management, and Electronic Health Record.
- The City and the College were selected by the National League of Cities and the Kresge Foundation as one of 7 cities to pilot technical assistance in supporting Cities, Workforce Boards and Economic Development Partners, and Community Colleges to address student basic needs.
- The College continued to be supported by the Goldman Sachs 10,000 Small Businesses Program grant, which serves 90 businesses annually, and has over 600 alumni who have completed the program over the last 7 years.
- The College continued to expand the Career Connections department. Three new positions were created to increase experiential learning, apprenticeships and career counseling.
- The College continued to hold its tuition and fees at previous years' levels. Tuition and fees have not increased since the 2017-2018 academic year. In addition, the general college fee which supports student activities was waived and the College utilized HEERF funding during 2021 to relieve students of these distance learning course fees.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED

June 30, 2021 and 2020

- The College is more affordable than ever for the 2021-2022 academic year with no increase in tuition and fees, a significant increase in available financial aid, and Catto Scholarship.
- Total enrollment declined 13.1% from 22,160 students in 2019-2020 to 19,266 students in 2020-2021.
- Several maintenance and repair projects suspended during the beginning of the COVID-19 pandemic including structural repairs to the CBI garage, Learning Commons Phase I and II, Mint elevator upgrade, music lab, and the DMI lab, were all completed. In addition, the College invested heavily to improve the air quality in its buildings. This included cleaning the air ducts, conducting air flow testing, and replacing or repairing the HVAC systems to ensure it meets the industry standards for reducing airborne infectious aerosol exposure.
- On December 8, 2020 the College issued \$14,580,000 of Series 2020 taxable bonds. On December 9, 2020 the College closed on a New Market Tax Credit (NMTC) deal. The availability of NMTCs has enabled the newly formed discretely presented component unit, CCP Development, LLC, to borrow \$24.9 million to construct the Career and Advanced Technology Center. Both financing arrangements were in addition to the \$9.2 million Series A 2019 bond issued on May 1, 2019, proceeds of which also went towards financing the Career and Advanced Technology Center. The \$33.5 million project consists of the construction of a new 3-story 75,000 square-foot building on the corner of 48th Street and Market Streets in Philadelphia, Pennsylvania. Construction started in Fall of 2020. Projected completion is late Spring 2022. Additional funding required for the project will be from the City of Philadelphia, Redevelopment Assistance Capital Program (RACP) grants, New Market Tax Credits, private gifts and loans, or bonds.
- The College purchased a new electronic time and attendance system to replace its paper intensive processes. Phase One was implemented for exempt employees in July 2021. Hourly employees are scheduled to start using the new system later.

Overview of Financial Statements

The College's financial statements focus on the College as a whole, rather than upon individual funds or activities. The GASB reporting model is designed to provide readers with a broad overview of the College's finances and is comprised of three basic statements:

- The *Statement of Net Position* presents information on the College's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets serve as one indicator of how the financial position of the College is changing.
- The *Statement of Revenues, Expenses and Changes in Net Position* presents information showing how the College's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.
- The *Statement of Cash Flows* is reported using the direct method. The direct method of cash flow reporting portrays net cash flows from operations, financing, and investing receipts and disbursements.

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes contain details on both the accounting policies and procedures that the College has adopted, as well as additional information about amounts reported in the financial statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED

June 30, 2021 and 2020

Net Position

At June 30, 2021, the College's net position was a negative \$28.4 million, with liabilities of \$294.7 million and assets of \$290.8 million. Net position increased by \$73.8 million in 2021 prior to recording the impact of the post-employment benefit liability. Unrestricted net position increased from a negative \$175.4 million to a negative \$150.8 million. Absent the cumulative impact of the post-employment benefit liability (GASB 75 and 68) reporting requirements, unrestricted net position would currently be at a level of positive \$29.7 million. The other factor contributing to the change in the unrestricted net position value was unfunded depreciation expense for 2021 in the amount of \$7.5 million.

Summary of Net Position June 30,			
	2021	2020	2019
Assets:			
Current assets	\$ 75.4	\$ 51.5	\$ 48.4
Noncurrent assets:			
Loan receivable	19.9	-	-
Bond proceeds available for campus construction	9.8	20.0	26.5
Other long-term investments	18.5	18.4	17.2
Investment in CCP Development, LLC	5.0	-	-
Capital assets, net	162.2	158.6	159.1
Total assets	\$ 290.8	\$ 248.5	\$ 251.2
Deferred outflows of resources	\$ 29.2	\$ 5.9	\$ 6.6
Liabilities:			
Current liabilities	\$ 36.6	\$ 29.1	\$ 32.8
Noncurrent liabilities	258.1	215.1	260.3
Total liabilities	\$ 294.7	\$ 244.2	\$ 293.1
Deferred inflows of resources	\$ 53.7	\$ 75.5	\$ 63.5
Net position:			
Net investment in capital assets	\$ 116.7	\$ 104.7	\$ 103.9
Restricted: Expendable	5.7	5.4	5.3
Expendable	(150.8)	(175.4)	(208.0)
Total net position	\$ (28.4)	\$ (65.3)	\$ (98.8)

Assets

Current assets increased by \$23.9 million during 2021. Short-term investments, receivable from government agencies, accrued interest receivable, other assets and cash and cash equivalent increased, while net accounts receivable decreased.

Noncurrent assets increased by \$18.4 million. Bond proceeds available for campus construction decreased as construction of the Library and Learning Commons progressed towards completion and expenses started to accrue related to the Center for Advanced Technology as design and planning got underway.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED

June 30, 2021 and 2020

The College's capital assets as of June 30, 2021 net of accumulated depreciation were \$162.2 million, an increase of \$3.6 million over the amount reported for 2020 of \$158.6 million. The increase in the net value of capital assets is related to the increase in the value of capital additions exceeding the accumulated depreciation. Total current liabilities increased by \$7.5 million in 2021. Payables to government agencies increased by \$0.2 million primarily due to timing in processing PHEAA state grants student aid. Accounts payable and accrued liabilities increased by \$3.5 million primarily due to timing.

The College self-insures its employee medical plan. The College purchases stop loss insurance with a limit of \$250,000 to cap institutional financial exposure for individuals with extraordinarily large claims in a policy year.

The College's outstanding long-term debt was \$69.5 million as of June 30, 2021, an increase of \$7.0 million from June 2020. This increase is due to the issuance of the Series 2020 bonds to partially finance the construction of the Career and Advanced Technology Center. The pension liability amount for 2021 also includes \$4.2 million related to GASB 68, which requires the College to record its relative proportion of the net funded status of certain state cost sharing pension plans. The cumulative estimated value for the accrued other post-employment benefit liability in 2021, 2020, and 2019 was \$180.5 million, \$143.6 million, \$180.3 million, respectively. Absent this reporting requirement, the College's net assets as of June 30, 2021 would have been at a level of \$152.1 million.

Capital lease obligations include mainly technology associated with academic and administrative computing.

Statements of Revenues, Expenses and Changes in Net Position

The change in net position for 2021, 2020, and 2019 was a positive \$36.9 million, \$33.5 million, and \$10.6 million, respectively. The following table quantifies the changes:

	Revenues, Expenses and Changes in Net Position Year ended June 30,		
	2021	2020	2019
	(In millions)		
Operating revenues:			
Net tuition and fees	\$ 28.4	\$ 30.5	\$ 32.8
Auxiliary enterprises and other sources	0.4	1.5	1.6
Total	28.8	32.0	34.4
Operating expenses	143.0	133.0	145.7
Operating loss	(114.2)	(101.0)	(111.3)
Net nonoperating revenues	138.0	122.5	110.1
Change in net assets before other revenues	23.8	21.5	(1.2)
Capital appropriations	13.0	12.0	11.8
Total change in net position	\$ 36.8	\$ 33.5	\$ 10.6

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED

June 30, 2021 and 2020

Operating Revenues

The largest sources of operating revenue for the College are student tuition and fees and auxiliary enterprises revenues. In both 2021 and 2020, the tuition charge was \$159 per credit. The Technology Fee, General College Fee, and Course Fee also remained unchanged from prior year. While the General College Fee was assessed on students, the College decided during the year to apply HEERF grant funding from the DOE to reimburse the General College Fee for students. The College charges course fees for selected high-cost courses. Course fees range from \$85 to \$345. Average total tuition and fee revenue per credit for 2021 was \$224.

Tuition and fee revenue totaled \$62,067,832 in 2021 and \$69,907,462 in 2020, a decline of 11.2%. Total enrolled credit headcount declined 13.1% for the same period.

Scholarship allowance amounts for 2021 and 2020 totaled \$33,644,235 and \$39,371,389, respectively. The scholarship allowance represents tuition and fee payments made using public and private grants and scholarships. The decrease in scholarship allowance amounts between 2021 and 2020 is reflective of the 13.1% decrease in overall credit enrollment. While the maximum Pell award increased from \$6,195 in 2019-2020 to \$6,345 in 2020-2021, it did not contribute to any increase in scholarship allowance due to a significant decrease in Pell eligible students attending the College.

Gift revenue from the Community College of Philadelphia Foundation (the Foundation) in the amount of \$12,100 was received in 2021 and is reported in the statement of revenues, expenses and changes in net position. This gift was used to partially pay the College's cost for its partnership with Single Stop USA. Single Stop USA is a nonprofit organization that delivers services to families nationwide by connecting students to state and federal financial resources and local community services. The aim is to help students overcome economic barriers, continue with their education and move toward economic mobility.

Nonoperating Revenues

Commonwealth appropriations in 2021, excluding capital appropriations, totaled \$32,388,574, a decrease of \$19,442 (0.1%) over the \$32,408,016 received in 2020.

Total 2021 City funding was \$41,628,751, a \$5.6 million increase (15.5%) over the amount received in 2020. Of the funding appropriation, \$33,954,253 was used for operating budget purposes in 2021 and \$2,319,544 was used for CATTO Scholarships. In 2020, \$29,846,548 of the total appropriation was used for operating purposes. Net investment income was \$450,829 in 2021 and \$1,691,135 in 2020.

As mentioned above, non-operating revenues increased by 12.7% from \$122.5 million in 2019-2020 to \$138.1 million in 2020-2021. This included the impact of \$24.7 million in additional grant funding received from the DOE through the Coronavirus Aid, Relief, and Economic Security (CARES) and Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) Acts during the year of which \$6.7 million was spent on student aid and \$18 million was spent on laptops, PPE, software services and converting on-campus courses to online format, as well as lost tuition, fee, and auxiliary revenues as a result of COVID-19.

Capital Appropriations

The Commonwealth provided capital funding for debt service and capital purchases in the amounts of \$5,812,136 and \$5,819,210 for 2021 and 2020, respectively. The College used \$7,177,918 of the total City of Philadelphia appropriation of \$41,628,751 in 2021 for debt service and capital purchases. In 2020, City of Philadelphia appropriations used for debt service and capital purchases were \$6,212,659.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED

June 30, 2021 and 2020

	Expenses by Function Year ended June 30,		
	2021	2020	2019
Instruction	\$ 50,332,840	\$ 49,333,338	\$ 56,714,890
Public service	37,525	104,057	97,457
Academic support	14,762,587	13,749,022	16,404,900
Student services	18,891,473	16,672,597	20,529,207
Institutional support	28,427,722	19,176,012	22,639,568
Physical plant operations	10,105,154	13,444,993	14,423,723
Depreciation	7,463,771	7,782,553	7,939,447
Student aid	12,644,020	12,052,409	6,250,428
Auxiliary enterprises	341,777	658,373	684,534
Total operating expenses	\$ 143,006,869	\$ 132,973,354	\$ 145,684,154

Exclusive of student aid and depreciation expenses, the College's operating expenses totaled \$122,899,078 in 2021 and \$113,138,392 in 2020. The College's five-year Collective Bargaining Agreement with Faculty and Classified employee unions that was ratified in September 2013 expired August 2016. On April 3, 2019, the College and the members of Unions reached a tentative agreement and entered into certain Memorandum of Agreements to amend the terms and conditions of the respective Collective Bargaining Agreements. The Board of Trustees of the College and the membership of the Unions approved the Memorandum of Agreements on April 4, 2019 and April 11, 2019, respectively, which, among other things, extended the term of the Collective Bargaining Agreements to August 31, 2022.

In 2018, the College adopted GASB 75, Accounting and Financial Reporting for Postemployment Benefits other than Pensions (OPEB). Under GASB 75, the College reports the Net OPEB Liability (NOL) on the statement of net position. Changes to the NOL are recognized either in the OPEB Expense and/or as deferred inflows/outflows. The value of the expense for 2021, 2020, and 2019 was a credit of \$8,754,336, \$24,859,895, and \$5,802,354, respectively.

	Expenses by Natural Classification Year ended June 30,		
	2021	2020	2019
Salaries	\$ 74,041	\$ 77,819	\$ 77,462
Benefits	32,570	34,790	34,979
Contracted services	9,247	9,276	8,045
Supplies	5,564	4,467	3,059
Depreciation	7,464	7,783	7,939
Student aid	12,644	12,052	6,250
Other post-employment benefits	(8,754)	(24,590)	(5,426)
Other	10,231	11,376	13,376
Total operating expenses	143,007	132,973	145,684
Interest on capital asset-related debt service	3,882	3,604	3,602
Total nonoperating expenses	3,882	3,604	3,602
Total expenses	\$ 146,889	\$ 136,577	\$ 149,286

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED

June 30, 2021 and 2020

The COVID-19 pandemic has significantly impacted the financial and educational planning during the fiscal year 2020-21. While the College's budget was initially designed to reopen the campus Spring 2021, that did not occur. The main campus and regional center sites remained closed to most students and staff during the 2020-2021 fiscal year, resulting in the College spending approximately \$20.5 million less than budgeted. In addition, the College received approximately \$12.9 million in HEERF Funds from the DOE to offset lost tuition, auxiliary, and fees revenue.

The College incurred lower than budgeted expenses in the following categories: supplies, contracted services (security, cleaning, interrupters), maintenance & repairs, travel, and hospitality. Overall, the College spent approximately \$7.5 million less than budgeted for non-personnel-related expenses. In addition, the College received HEERF funds from the DOE that were used to reimburse several related COVID-19 expenditures associated with remote learning, work and to prepare for a safe reopening of its campuses.

A significant number of vacant positions, voluntary furlough, coupled with offering a lower number of academic sections which required limited use of part-time staff resulted in total salaries being \$5.8 million less than budget. The College also spent \$7.2 million less for staff benefits than budgeted as many elective procedures were postponed or delayed.

Schedule of Fund Balances

The following chart shows fund balances in the four fund groups: Unrestricted, Restricted, Endowment and Plant. The 2021, 2020 and 2019 amounts reported for unrestricted operations funds were reduced by the impact of accrued expense liability for post-employment benefits. The impact of GASB 75 reporting in 2021 was a negative \$176,276,116, while the impact of GASB 68 reporting was \$4,210,037. The negative unrestricted plant fund balance reflects the cumulative impact of unfunded depreciation expense.

	June 30,		
	2021	2020	2019
Total unrestricted fund	\$(128,209,481)	\$(166,121,744)	\$(200,606,226)
Endowment fund:			
Quasi-endowment (unrestricted)	238,533	1,090,992	1,308,208
Total endowment	238,533	1,090,992	1,308,208
Plant fund:			
Net investment in capital assets	116,734,123	104,725,788	103,868,972
Restricted expendable - capital projects	5,726,658	5,438,941	5,285,060
Unrestricted	(22,857,712)	(10,401,053)	(8,662,532)
Total plant fund	99,603,070	99,763,676	100,491,500
Total net position	<u>\$ (28,367,879)</u>	<u>\$ (65,267,076)</u>	<u>\$ (98,806,518)</u>

Community College of Philadelphia Foundation

The Foundation was established in 1985. Total assets for 2021 and 2020 were \$19.0 million and \$15.2 million, respectively. Total unrestricted net position for 2021 and 2020 for the Foundation was \$1.9 million and \$1.7 million, respectively. The remaining net position is restricted based upon donor intent.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED

June 30, 2021 and 2020

CCP Development, LLC

CCP Development, LLC, is a Pennsylvania limited liability company established in 2020 for purposes of obtaining New Market Tax Credit (NMTC) financing for the construction of the Career and Advanced Technology Center at 4750 Market Street, Philadelphia, Pennsylvania. Total assets for 2021 were \$34.2 million and total net position was \$5.0 million.

Future Impacts

For 2022, City of Philadelphia funding to the College was increased by \$4.0 million over the amount received for 2021 of which \$4.0 million is reserved for a new scholarship program. However, there was no increase in the Commonwealth appropriation received during the first quarter of 2022, and no increase is expected for the remaining quarters of the year. The College's Board voted not to increase student tuition and fees for 2021 and 2022. Credit hour enrollments for the Fall 2021 semester are trending 13.5% below enrollments of Fall 2020. The total credit hours generated by the late summer session, a 2022 term, were 18% higher than the previous year.

In May 2021, the College was awarded \$54.9 million from the DOE through the American Rescue Plan (ARP). No amounts were spent or drawn down under the ARP award as of June 30, 2021.

The remaining balance from the CRRSAA and ARP grant funding will be drawn down and spent in 2022 and 2023. While the disruptions from COVID-19 are currently expected to be temporary, there is uncertainty around the duration. Therefore, while the College expects this matter to continue to negatively impact its financial position for 2022, the related financial impact cannot be reasonably estimated at this time.

Requests for information

Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Controller's Office, Community College of Philadelphia, 1700 Spring Garden Street, M1-7, Philadelphia, PA 19130.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF NET POSITION

June 30,

	Business-Type Activities		Component Unit		Component Unit
	The Community College		The Community College		CCP
	of Philadelphia		of Philadelphia Foundation		Development, LLC
	2021	2020	2021	2020	2021
ASSETS					
CURRENT ASSETS					
Cash and cash equivalents (Note B)	\$ 21,645,501	\$ 19,589,705	\$ 1,452,851	\$ 1,622,503	\$ 557,226
Short-term investments (Note B)	31,630,541	22,557,016	1,880,952	858,020	-
Debt proceeds available for CATC construction (Note M)	-	-	-	-	22,394,729
Accounts receivable, net (Note C)	3,539,956	5,575,165	80,072	308,190	-
Receivable from government agencies (Note G)	16,544,129	2,712,287	-	-	-
Other assets	1,996,296	1,056,784	7,854	5,758	-
Total current assets	75,356,423	51,490,957	3,421,729	2,794,471	22,951,955
NON-CURRENT ASSETS					
Endowment investments (Note B)	-	-	15,562,198	12,369,001	-
Accounts receivable, net (Note C)	-	-	-	41,701	-
Loan receivable (Note M)	19,880,421	-	-	-	-
Bond proceeds available for campus construction	9,779,803	19,978,506	-	-	-
Other long-term investments (Note B)	18,523,865	18,399,026	-	-	-
Investment in CCP Development, LLC	5,023,069	-	-	-	-
Capital assets, net (Note D)	162,282,106	158,579,658	-	-	11,273,412
Total non-current assets	215,489,264	196,957,190	15,562,198	12,410,702	11,273,412
Total assets	<u>\$ 290,845,687</u>	<u>\$ 248,448,147</u>	<u>\$ 18,983,927</u>	<u>\$ 15,205,173</u>	<u>\$ 34,225,367</u>
Deferred outflows of resources:					
Deferred outflows	<u>\$ 29,242,720</u>	<u>\$ 5,936,366</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF NET POSITION - CONTINUED

June 30,

	Business-Type Activities		Component Unit		Component Unit
	The Community College of Philadelphia		The Community College of Philadelphia Foundation		CCP Development, LLC
	2021	2020	2021	2020	2021
LIABILITIES AND NET POSITION					
CURRENT LIABILITIES					
Accounts payable and accrued liabilities (Note E)	\$ 21,293,765	\$ 17,762,425	\$ 869,020	\$ 838,980	\$ 3,257,298
Payable to government agencies (Note G)	423,268	269,549	-	-	-
Deposits	277,805	238,612	1,931	4,156	-
Unearned revenue	5,927,233	2,080,764	356,577	280,063	-
Current portion of capital lease obligation (Note F)	378,638	468,149	-	-	-
Current portion of long-term debt (Note F)	7,600,000	7,557,284	-	-	-
Unamortized bond premium	728,918	728,918	-	-	-
Total current liabilities	36,629,627	29,105,701	1,227,528	1,123,199	3,257,298
NON-CURRENT LIABILITIES					
Accrued liabilities (Note E)	1,777,837	1,554,638	-	-	-
Annuity payable	-	-	37,812	12,516	-
Deposits	310,000	250,000	-	-	-
Capital lease obligation (Note F)	71,477	450,114	-	-	-
Long-term debt (Note F)	69,480,000	62,500,000	-	-	-
Notes payable (Note M)	-	-	-	-	25,945,000
Unamortized bond premium	5,982,825	6,711,743	-	-	-
Other post-employment benefits liability (Note H)	180,486,153	143,624,506	-	-	-
Total non-current liabilities	258,108,292	215,091,001	37,812	12,516	25,945,000
Total liabilities	\$ 294,737,919	\$ 244,196,702	\$ 1,265,340	\$ 1,135,715	\$ 29,202,298
Deferred inflows of resources:					
Deferred inflows	\$ 53,718,367	\$ 75,454,887	\$ 6,162	\$ -	\$ -
Net position:					
Net investment in capital assets	\$ 116,734,123	\$ 104,725,788	\$ -	\$ -	\$ -
Restricted:					
Nonexpendable:					
Scholarships, awards and faculty chair	-	-	13,244,521	10,137,142	-
Annuities	-	-	7,504	2,997	-
Expendable:					
Scholarships, awards and faculty chair	-	-	2,323,305	2,168,423	-
Capital projects	5,726,658	5,438,941	202,829	77,511	5,023,069
Unrestricted	(150,828,660)	(175,431,805)	1,934,266	1,683,385	-
Total net position	\$ (28,367,879)	\$ (65,267,076)	\$ 17,712,425	\$ 14,069,458	\$ 5,023,069

The accompanying notes are an integral part of these financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

Years ended June 30,

	Business-Type Activities		Component Unit		Component Unit
	The Community College of Philadelphia		The Community College of Philadelphia Foundation		CCP Development, LLC
	2021	2020	2021	2020	2021
Operating revenues					
Student tuition	\$ 46,586,217	\$ 52,897,863	\$ -	\$ -	\$ -
Student fees	15,481,615	17,009,599	-	-	-
Less: scholarship allowance	(33,644,235)	(39,371,389)	-	-	-
Net student tuition and fees	28,423,597	30,536,073	-	-	-
Auxiliary enterprises	407,546	1,412,855	-	-	-
Gifts	-	-	1,948,496	1,465,461	-
Other sources	23,291	37,591	-	-	-
Total operating revenues	28,854,434	31,986,519	1,948,496	1,465,461	-
Operating expenses (Note J)					
Educational and general:					
Instruction	50,332,840	49,333,338	155,625	109,062	-
Public service	37,525	104,057	-	-	-
Academic support	14,762,587	13,749,022	1,056,158	1,159,053	-
Student services	18,891,473	16,672,597	221,416	184,634	-
Institutional support	28,427,722	19,176,012	304,956	642,882	-
Physical plant operations	10,105,154	13,444,993	-	-	-
Depreciation	7,463,771	7,782,553	-	-	-
Student aid	12,644,020	12,052,409	1,114,726	791,771	-
Auxiliary enterprises	341,777	658,373	-	-	-
Total operating expenses	143,006,869	132,973,354	2,852,881	2,887,402	-
OPERATING LOSS	\$ (114,152,435)	\$ (100,986,835)	\$ (904,385)	\$ (1,421,941)	\$ -

The accompanying notes are an integral part of these financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - CONTINUED

Years ended June 30,

	Business-Type Activities		Component Unit		Component Unit
	The Community College of Philadelphia		The Community College of Philadelphia Foundation		CCP Development, LLC
	2021	2020	2021	2020	2021
Non-operating revenues (expenses)					
Commonwealth appropriations (Note K)	\$ 32,388,574	\$ 32,408,016	\$ -	\$ -	\$ -
City appropriations (Note K)	34,450,833	29,846,548	-	-	-
Federal grants and contracts	65,187,493	52,337,221	-	-	-
Gifts from the Community College of Philadelphia Foundation	12,100	95,000	(12,100)	(95,000)	-
Commonwealth grants and contracts	6,060,615	6,620,870	-	-	-
Nongovernmental grants and contracts	2,884,361	2,521,738	1,391,006	1,713,173	-
Net investment income	450,829	1,691,135	3,168,446	486,556	-
Interest on capital asset-related debt service	(3,882,024)	(3,604,374)	-	-	-
Other nonoperating revenues	508,799	578,254	-	-	-
Net non-operating revenues	138,061,580	122,494,408	4,547,352	2,104,729	-
Gain before other revenues, expenses, gains or losses	23,909,145	21,507,573	3,642,967	682,788	-
Capital appropriations	12,990,052	12,031,869	-	-	-
Increase in net position	36,899,197	33,539,442	3,642,967	682,788	-
Net position, beginning	(65,267,076)	(98,806,518)	14,069,458	13,386,670	-
Net position, ending	<u>\$ (28,367,879)</u>	<u>\$ (65,267,076)</u>	<u>\$ 17,712,425</u>	<u>\$ 14,069,458</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF CASH FLOWS

Years ended June 30,

(Business-Type Activities - College Only)

	2021	2020
Cash flows from operating activities:		
Tuition and fees	\$ 21,012,450	\$ 29,438,274
Payments to suppliers	(24,977,819)	(23,986,594)
Payments to employees	(72,959,440)	(77,609,032)
Payments for employee benefits	(31,503,410)	(35,601,697)
Payments for student aid	(12,644,021)	(12,052,409)
Auxiliary enterprises	407,546	1,432,674
Other cash receipts	42,722	(67,470)
	<u>(120,621,972)</u>	<u>(118,446,254)</u>
Net cash used in operating activities		
Cash flows from non-capital financing activities:		
Commonwealth appropriations	32,416,078	32,453,515
City appropriations	34,450,833	29,846,548
Gifts and grants	74,270,784	57,576,382
Other nonoperating	607,992	467,698
	<u>141,745,687</u>	<u>120,344,143</u>
Net cash provided by non-capital financing activities		
Cash flows from capital and related financing activities:		
Commonwealth capital appropriations	5,812,136	5,819,210
City capital appropriations	7,177,918	6,212,659
Capital contributions to CCP Development, LLC	(5,023,069)	-
Proceeds from long-term debt	14,580,000	-
Decrease in bond proceeds available for campus construction	10,198,703	6,468,349
Purchases of capital assets	(11,166,218)	(7,236,601)
Principal payments on long-term debt and amortization of capital leases	(8,025,433)	(7,714,266)
Interest payments on long-term debt and capital leases	(3,993,998)	(3,778,257)
	<u>9,560,039</u>	<u>(228,906)</u>
Net cash provided by (used in) capital and related financing activities		
Cash flows from investing activities:		
Proceeds from sales and maturities of investments	37,007,297	58,567,715
Loan receivable	(19,880,421)	-
Purchases of investments	(46,205,663)	(64,535,718)
Interest on investments	450,829	1,763,370
	<u>(28,627,958)</u>	<u>(4,204,633)</u>
Net cash used in investing activities		
INCREASE (DECREASE) IN CASH	2,055,796	(2,535,650)
Cash and cash equivalents, beginning	19,589,705	22,125,355
Cash and cash equivalents, ending	<u>\$ 21,645,501</u>	<u>\$ 19,589,705</u>

The accompanying notes are an integral part of these financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF CASH FLOWS - CONTINUED

Years ended June 30,

(Business-Type Activities - College Only)

	<u>2021</u>	<u>2020</u>
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	\$ (114,152,435)	\$ (100,986,835)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation	7,463,771	7,782,553
Changes in assets and liabilities:		
Accounts receivable	(11,867,534)	(1,448,323)
Other assets	(939,512)	480,872
Loans to students and employees	70,900	71,814
Accounts payable and accrued liabilities	8,172,172	395,448
Unearned revenue	(614,999)	(152,135)
Other post-employment benefits	(8,754,336)	(24,589,648)
Net cash used in operating activities	<u><u>\$ (120,621,972)</u></u>	<u><u>\$ (118,446,254)</u></u>

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

June 30, 2021 and 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Community College of Philadelphia (the College) operates in accordance with the provisions of Commonwealth of Pennsylvania (the Commonwealth) legislation and through the sponsorship of the City of Philadelphia (the City). For financial reporting purposes, the College has been determined to be a component unit of the City, and, as such, has adopted the applicable provisions of the Governmental Accounting Standards Board (GASB).

Component Units

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 61, *The Financial Reporting Entity: Omnibus - an Amendment of GASB Statements No. 14 and No. 34*, GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units - an Amendment of GASB Statement No. 14*, GASB Statement No. 80, *Blending Requirements for Certain Component Units - an Amendment of GASB Statement No. 14*, and GASB Statement No. 14, *The Financial Reporting Entity*, the College has determined that the Community College of Philadelphia Foundation (the Foundation) and CCP Development LLC should be included in the College's financial statements as discretely presented component units. A component unit is a legally separate organization for which the primary institution is financially accountable or to which the primary institution is closely related.

The Foundation was established to serve as an organization responsible for college fund raising activities. The bylaws of the Foundation give the College's board of trustees the authority to amend the Articles of Incorporation of the Foundation at any time. Although the College does not control the timing or amount of receipts from the Foundation, the resources, or income thereon, the Foundation holds investments that are used exclusively for the benefit, support, and promotion of the College for its educational activities. Because these resources held by the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and is discretely presented in the College's financial statements.

CCP Development LLC was established on October 20, 2020 under the Limited Liability Company Law of the Commonwealth of Pennsylvania and organized as a Qualified Active Low Income Community Business (QALICB) to secure New Market Tax Credits (NMTC) to finance the construction of a career-based education and training facility at 4750 Market Street, Philadelphia, Pennsylvania. The facility will create jobs and provide training for the low-income community where it is located. CCP Development LLC is 90% owned by the College and 10% owned by Career and Advanced Technology Center, Inc., a 501(c)3 corporation. Because of its relationship with the College, CCP Development LLC is considered a component unit of the College and is discretely presented in the College's financial statements.

Measurement Focus, Basis of Accounting, and Basis of Presentation

The accompanying financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), as prescribed by the GASB. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

The College has determined that it functions as a Business-Type Activity, as defined by the GASB. The effect of interfund activity has been eliminated from these financial statements.

The College's policy is to define operating activities in the statements of revenues, expenses and changes in net position as those that generally result from exchange transactions such as the payment received for

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

services and payment made for the purchase of goods and services. Certain other transactions are reported as non-operating activities. These non-operating activities include the College's operating and capital appropriations from the Commonwealth and the City; federal, Commonwealth, and private grants; net investment income; gifts; interest expense; and gains/losses on disposals of capital assets.

Government Appropriations

Revenue from the Commonwealth and the City is recognized in the fiscal year during which the funds are appropriated to the College. The College is fiscally dependent upon these appropriations. Specific accounting policies with regard to government appropriations are as follows:

Commonwealth of Pennsylvania

General Commonwealth legislation establishing community colleges provides for the reimbursement of certain college expenses from Commonwealth funds appropriated for this purpose. Act 46 enacted in July 2005 changed the original basis of allocating operating funds to Commonwealth community colleges from a formula approach based upon full-time equivalent (FTE) students taught in the current fiscal year to a Commonwealth-wide community college appropriation. Under Act 46, the Commonwealth-wide operating budget appropriation for community colleges is to be distributed among each of the 14 colleges in 3 parts: base funding, growth funding and high-priority (economic development) program funding. The provisions of Act 46 are intended to ensure that base operating funding for each college will at least equal the amount of funds received in the prior year. Annually, 25% of any new dollars in the operating funding granted community colleges is to be distributed proportionally among the colleges experiencing growth in the prior year based upon their share of the FTE growth. Colleges whose enrollments are stable, or decline do not receive any increase from the growth funding.

The other significant operating funding change as a result of Act 46 was the establishment of Economic Development (high priority) program funding. High-priority program funding is based upon prior year enrollments in program areas defined by the Commonwealth to contribute to trained worker growth in critical employment areas. Using prior year FTE enrollments in targeted programs as the allocation mechanism, each college is to receive a proportionate share of the available funds allocated to high-priority programs.

For 2021 and 2020, the provisions of Act 46 were not followed in allocating operational funds to Pennsylvania community colleges.

Under the provisions of Act 46, a separate revolving pool was established for community college capital funding. Capital funding, which may include major equipment and furniture purchases, capital improvements to buildings and grounds, debt service on major capital projects, and net rental costs for eligible capital leases, is reimbursed at the rate of 50%. Capital costs not previously approved for annual funding are subject to a competitive application process, with the allocation of available funds made by the Pennsylvania Department of Education using Commonwealth-wide criteria.

Any excesses or deficiencies between provisional payments and the final annual reimbursement calculation of annual Commonwealth funding are reflected as a payable or receivable from the Commonwealth.

Net Position

The College classifies its net position into the following four net position categories:

Net investment in capital assets: Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, repair, or improvement of those assets.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Restricted - nonexpendable: Net position subject to externally imposed conditions that the College must maintain them in perpetuity.

Restricted - expendable: Net position whose use is subject to externally imposed conditions that can be fulfilled by the actions of the College or by the passage of time.

Unrestricted: All other categories of net position. Unrestricted net position may be designated by actions of the College's Board of Trustees.

The College has adopted a policy of generally utilizing restricted - expendable funds, when available, prior to unrestricted funds.

Cash and Cash Equivalents

The College considers all cash accounts and demand deposits with financial banking institutions to be cash. The College considers all short-term investments (primarily certificates of deposit) with a maturity of 90 days or less to be cash equivalents.

Investments

Investments in marketable securities are stated at fair value. Valuations for non-marketable securities are provided by external investment managers and are based upon net asset value (NAV) as provided by investment managers.

Dividends, interest and net gains or losses on investments of endowments and similar funds are reported in the statements of revenues, expenses and changes in net position. Any net earnings not expended are included in net position categories as follows:

1. As increases in restricted - nonexpendable net position if the terms of the gift require that they be added to the principal of a permanent endowment fund;
2. As increases in restricted - expendable net position if the terms of the gift or the College's interpretation of relevant Commonwealth law impose restrictions on the current use of the income or net gains; and
3. As increases in unrestricted net position in all other cases.

The College policy permits investments in obligations of the U.S. Treasury, certificates of deposit, commercial paper rated A1 by Standard and Poor's Corporation or P1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the Commonfund's Intermediate Term Fund and Multi-Strategy Bond Fund, and specifically approved fixed income securities. The investment practice of the Foundation includes the use of PFM Asset Management as its outsourced chief investment officer. The Foundation also uses Bryn Mawr Trust as its custodian of endowment funds. The Foundation transitioned to Vanguard Institutional Advisory Services as its outsourced Chief Investment Officer in November 2019.

Capital Assets

Real estate assets, including improvements, are generally stated at cost. Furnishings and equipment are stated at cost at date of acquisition or, in the case of gifts, at fair value at date of donation.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Assets are depreciated using the straight-line method. The range of estimated useful lives by asset categories is summarized as follows:

Asset Category	Years
Buildings and improvements	10 to 50
Equipment and furniture	3 to 10
Library books	10
Microforms	5
Software	3
System software	10

The costs of normal maintenance and repairs that do not increase the value of the asset or materially extend assets' lives are not capitalized.

Compensated Absences

Employees earn the right to be compensated during absences for vacation leave and sick leave. Accrued vacation is the amount earned by all eligible employees through the statement of net position date. Upon retirement, these employees are entitled to receive payment for this accrued balance as defined in the College policy and collective bargaining agreements.

Deposits and Unearned Revenue

Deposits and advance payments received for tuition and fees related to certain summer programs and tuition received for the following academic year are deferred and are recorded as revenues when instruction is provided.

Student Fees

Included in student fees for the year ended June 30, 2020 are general college fees of \$1,162,740, which have been designated for use by the various student organizations and activities. General college fees in the amount of \$1,483,086 were waived for students for the year ended June 30, 2021, and the College charged the waived fees to its Higher Education Emergency Relief Fund (HEERF) grant from the United States Department of Education (DOE), which is recorded within federal grants and contracts within the statements of revenues, expenses and changes in net position.

Tax Status

The College generally is exempt from federal and Commonwealth taxes due to its status as an unincorporated association established by the Pennsylvania Community College Act of 1963 (the Act). Under the Act, community colleges are activities of the Commonwealth.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include the allowance for doubtful accounts, useful lives of capital assets, assumptions related to self-insurance reserves, and assumptions related to pension and other post-employment benefit accruals. Actual results could differ from those estimates.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the statements of revenues, expenses and changes in net position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College and the amount that is paid by students and/or third parties making payments on students' behalf. Certain governmental grants are recorded as either operating or non-operating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance.

Self-Insurance

The College participates in a self-insurance medical plan with a reinsurance limit of \$250,000 is in place to limit institutional financial exposure for individuals with extraordinarily large claims in a policy year. The College has established a self-insurance accrued liability account for incurred claims, as well as an estimate of claims incurred but not reported. The College's self-insurance liability at June 30, 2021 and 2020 was \$1,323,300 and \$1,510,300, respectively, based upon an actuarial calculation based upon historical claim experience.

Deferred Outflows/Inflows of Resources

In addition to assets, the statements of net position include a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources until that time. In addition to liabilities, the statements of net position include a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of a net position that applies to future periods and will not be recognized as an inflow of resources until that time. The College's deferred outflow/inflow relates to amounts recorded in connection with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* (GASB 68), amounts recorded in connection with GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits other than Pensions* (GASB 75), as well as the advance refunding of the 2008 Series Community College Revenue Bonds in September 2015.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the State Employees Retirement System (SERS) and the Pennsylvania Public School Employees Retirement System (PSERS) and additions to/deductions from the SERS' and PSERS' fiduciary net position have been determined on the same basis as they are reported by SERS/PSERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Recently Issued Accounting Pronouncements

In June 2017, the GASB issued Statement No. 87, *Leases*. This statement provides guidance for lease contracts for nonfinancial assets - including vehicles, heavy equipment and buildings - but excludes non-exchange transactions, including donated assets, and leases of intangible assets (such as patents and software licenses). The lease definition now focuses on a contract that conveys control of the right to use another entity's nonfinancial assets, which is referred to in the new Statement No. 87 as the underlying asset. Under Statement No. 87, a lessee government is required to recognize (1) a lease liability and (2) an intangible asset representing the lessee's right to use the leased asset. A lessor government is required to recognize (1) a lease receivable and (2) a deferred inflow of resources. A lessor will continue to report

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

the leased asset in its financial statements. The requirements of Statement No. 87, as amended, are effective for reporting periods beginning after June 15, 2021. The College is still assessing the impact of Statement No. 87 on its financial statements.

COVID-19 Disruptions

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a pandemic, which continues to spread throughout the United States. As a result, a COVID-19 Exposure Prevention, Preparedness, and Response Plan was implemented by the College. A COVID-19 Safety Team was established to monitor the developing public health situation and ensure the College is in compliance with public health guidance from agencies such as the U.S. Center for Disease Control and Prevention, the Pennsylvania Department of Health, the Department of Public Health for the City of Philadelphia, and the Pennsylvania Department of Education, in order to safeguard the health of its students, employees and community members.

COVID-19 caused unprecedented disruptions to the College's operations. All on-campus credit coursework was suspended effective March 16, 2020 and resumed online beginning March 30, 2020. A laptop lending program was immediately implemented to provide students in need of the technology to complete their studies online. Free or discounted internet access was also made available to eligible students. A virtual student support center was established so students may access services including academic advising, tutoring, library services and financial aid online. The college campus and regional centers remained closed except for a very limited amount of coursework where students require practicum, including Dental Hygiene, Phlebotomy, Clinical Microbiology and others. New fully online workforce and professional development programs were created or converted for summer and fall 2020 terms. However, many vocational skills training programs, especially those requiring face to face instructions for effective learning or required by licensing bodies, were canceled or suspended in spring 2020 due to COVID-19. Some of these programs resumed on campus during the year ended June 30, 2021, including ServSafe Food Protection, Electrical Wiring, Massage Therapy, and others.

In October 2020, the College was awarded \$963,525 from the Commonwealth through the Governor's Emergency Education Relief Fund (GEER), all of which was applied during the year ended June 30, 2021 to defray costs related to COVID-19 which were incurred from March 13, 2020 to September 30, 2021. The amount is recorded as federal grants and contracts non-operating revenues on the statement of revenues, expenses and changes in net position.

In April 2020, the College was awarded \$16.1 million from the DOE through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Of the \$16.1 million awarded, \$8.05 million was allocated to emergency financial aid grants to students and the remaining \$8.05 million was allocated to the College to cover any costs associated with significant changes to the delivery of instruction due to COVID-19. During the years ended June 30, 2021 and 2020, the College had drawn down and disbursed \$2.65 million and \$5.4 million, respectively, of the emergency financial aid grants to students and these amounts are included within student aid expenses in the statements of revenues, expenses, and changes in net position. As of June 30, 2021 and 2020, the College had drawn-down and spent \$6.85 million and \$1.2 million, respectively, of the institutional portion under the grant to purchase laptops for students, expand remote access and distance education software licensing, purchase personal protective equipment, for converting on-campus courses to remote learning, and reimbursement for online distance fees which were waived for students during the year ended June 30, 2021. The amounts are recorded as federal grants and contracts non-operating revenues on the statement of revenues, expenses and changes in net position.

The College was awarded an additional \$5.7 million from the CARES Minority Serving Institutions (MSI) grant of which \$2.4 million and \$145,000, respectively, was applied during the years ended June 30, 2021 and 2020 to offset the cost of closing the parking garage as well as lost tuition and fees revenue. The amounts are recorded as federal grants and contracts non-operating revenues on the statement of revenues, expenses and changes in net position.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

In April 2021, the College was awarded \$31.8 million from the DOE through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Of the \$31.8 million awarded, \$8.05 million was allocated to emergency financial aid grants to students and the remaining \$23.75 million was allocated to the College to defray expenses associated with COVID-19 (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll) and to make additional financial grants to students. As of June 30, 2021, the College had drawn down and disbursed \$4 million of the emergency Financial Aid Grants to students and these amounts are included within student aid expenses in the statements of revenues, expenses, and changes in net position. As of June 30, 2021, the College had drawn-down and spent \$23.3 million of the institutional portion under the grant to replace lost revenue from academic sources (tuition, auxiliary, fees) and to provide additional emergency financial aid grants to students by way of discharging \$2.7 million of student account balances due to the College. Of the \$23.3 million in institutional award expenditures, \$18.7 million was recorded as federal grants and contracts in the statements of revenues, expenses, and changes in net position and the remaining \$4.6 million is recorded as unearned revenue in the statements of net position and represents the portion of the revenue to which the College was not entitled based on the pro-rata portion of emergency financial aid grants to students which had not yet been disbursed to students at year-end.

In May 2021, the College was awarded \$54.9 million from the DOE through the American Rescue Plan (ARP). No amounts were spent or drawn down under the ARP award as of June 30, 2021.

The remaining balance from the CRRSAA and ARP grant funding will be drawn down and spent in 2022 and 2023. While the disruptions from COVID-19 are currently expected to be temporary, there is uncertainty around the duration. Therefore, while the College expects this matter to continue to negatively impact its financial position for 2022, the related financial impact cannot be reasonably estimated at this time.

NOTE B - DEPOSITS AND INVESTMENTS

The College invests its funds in accordance with the Board of Trustees' investment policy, which authorizes the College to invest in cash equivalents which consist of treasury bills, money market funds, commercial paper, bankers' acceptances, repurchase agreements and certificates of deposit; fixed income securities including U.S. government and agency securities, corporate notes and bonds, asset-backed bonds, floating rate securities and Yankee notes and bonds; and mutual funds including the Commonfund Multi-Strategy Bond Fund and Commonfund Intermediate Fund. Regardless of fund classifications, certain general tenets apply. Investments in all classifications seek to maintain significant liquidity and maximize annual income for the College while avoiding excessive risk. Specific objectives include maintaining sufficient liquidity to meet anticipated cash needs and the preservation of principal. The College recognizes that it may be necessary to forego opportunities for potential large gains to achieve a reasonable risk posture. Certain investments are prohibited, including equity securities, commodities and futures contracts, private placements, options, limited partnerships, venture capital, tangible personal property, direct real estate, short-selling, margin transactions and certain derivative instruments. Diversification, insofar as it reduces portfolio risk, is required. At least annually, the Board of Trustees will review the investment policy and performance to determine any appropriate revisions.

Operating funds may be invested only in corporate bonds rated at a minimum A- by Standard and Poor's or A3 by Moody's Investors Service, Inc. (Moody's) that are of U.S. dollar denomination. Investments in asset-backed and mortgage-backed bonds are limited to those rated AAA/Aaa. Investments in commercial paper must be rated A1/P1 or better. The maximum percentage of investments in any one sector is limited to 100% for U.S. government and agency, 25% for asset-backed bonds, 40% for corporate notes and bonds, and 25% for mortgage-backed bonds.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Deposits are comprised of demand deposit accounts with financial institutions. At both June 30, 2021 and 2020, cash on hand was \$4,000. At June 30, 2021 and 2020, the carrying amount of deposits was \$21,641,501 and \$19,585,705 and the bank balance was \$22,529,949 and \$20,692,394, respectively. The differences were caused primarily by items in transit.

The following is the fair value of deposits and investments at June 30, 2021:

	College	Component Unit Foundation	CCP Development, LLC
Deposits:			
Demand deposits	\$ 21,645,501	\$ 1,452,851	\$ 557,226
Investments:			
U.S. Treasury obligations	4,273,802	-	-
U.S. government agency obligations	5,901,940	-	-
Corporate and foreign bonds	1,944,765	-	-
Intermediate fixed income mutual fund	5,574,146	5,256,080	-
Investment in subsidiary			
Equity mutual fund	-	10,255,861	-
Multi-strategy bond mutual fund	5,614,981	-	-
Money market mutual funds	26,844,772	1,927,110	-
Private real estate fund	-	4,099	-
	<u>\$ 71,799,907</u>	<u>\$ 18,896,001</u>	<u>\$ 557,226</u>

The following is the fair value of deposits and investments at June 30, 2020:

	College	Component Unit Foundation
Deposits:		
Demand deposits	\$ 19,585,705	\$ 1,622,503
Investments:		
U.S. Treasury obligations	5,181,943	-
U.S. government agency obligations	5,332,734	-
Corporate and foreign bonds	1,776,056	-
Intermediate fixed income mutual fund	5,531,337	4,488,182
Equity mutual fund	-	7,825,563
Multi-strategy bond mutual fund	5,449,926	-
Money market mutual funds	17,684,046	858,020
Private real estate fund	-	55,256
	<u>\$ 60,541,747</u>	<u>\$ 14,849,524</u>

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

In addition to the deposits and investments listed above, the College also has bond proceeds available for campus construction held by State Public School Building Authority, and the Bank of New York (the trustees), under the terms of various bond indentures. Bond proceeds available for campus construction are carried in the financial statements at fair value and consist of short-term investments and government securities. As of June 30, 2021 and 2020, bond proceeds available for campus construction include the following:

	<u>2021</u>	<u>2020</u>
Construction funds	<u>\$ 9,779,803</u>	<u>\$ 19,978,506</u>

As of June 30, 2021, CCP Development, LLC (has debt proceeds available for CATC construction of \$22,394,729. See Note M for additional details. The College's investments are subject to various risks. Among these risks are custodial credit risk, credit risk, and interest rate risk. Each one of these risks is discussed in more detail below.

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to the College. The College does not have a deposit policy for custodial credit risk. Commonwealth of Pennsylvania Act 72 of 1971, as amended, allows banking institutions to satisfy the collateralization requirement by pooling eligible investments to cover total public funds on deposit in excess of federal insurance. Such pooled collateral is pledged with the financial institutions' trust departments.

At June 30, 2021 and 2020, the College's bank balance was exposed to custodial credit risk as follows:

	<u>2021</u>	<u>2020</u>
Uninsured and collateral held by pledging bank's trust department not in the College's name	<u>\$ 21,641,501</u>	<u>\$ 19,585,705</u>

The College participates in the Certificate of Deposit Account Registry Service (CDARS) for its certificates of deposit and Insured Cash Sweep (ICS). CDARS and ICS allow the College to access Federal Deposit Insurance Corporation insurance on multi-million-dollar certificates of deposit and money market deposit accounts to earn rates that compare favorably to treasuries and money market mutual funds. Custodial credit risk has been eliminated for the College's certificates of deposit as a result of its participation in the CDARS program.

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The credit risk of a debt instrument is measured by nationally recognized statistical rating agencies such as Moody's.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

The multi-strategy bond mutual fund and the intermediate fixed income mutual fund are mutual funds managed by the Commonfund. The credit quality of the investments that comprise these funds are:

	June 30, 2021	
	Multi-Strategy Bond	Intermediate Fixed Income
Government	15%	24%
Agency	24	23
AAA	12	21
AA	3	4
A	10	16
BBB	20	10
Below BBB	13	2
Non-rated/other	3	-
	100%	100%

	June 30, 2020	
	Multi-Strategy Bond	Intermediate Fixed Income
Government	11%	22%
Agency	24	25
AAA	11	22
AA	4	5
A	13	14
BBB	23	10
Below BBB	10	2
Non-rated/other	4	-
	100%	100%

The credit quality of the fixed income investments in which the College directly invests, including U.S. Treasury obligations, U.S. government agency obligations and corporate and foreign bonds, is as follows:

	June 30, 2021	June 30, 2020
	Fixed Income Investments	Fixed Income Investments
Aaa	50%	54%
Aa	3	6
A	34	32
Baa	13	8
	100%	100%

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of fixed income investments. The College's investment policy does not specifically address limitations in the maturities of investments. The weighted average maturities of the College's fixed income investments at June 30, 2021 and 2020 are as follows:

	June 30, 2021	June 30, 2020
	Weighted- Average Maturity (Years)	Weighted- Average Maturity (Years)
U.S. Treasury obligations	3.75	4.27
U.S. government agency obligations	4.02	3.79
Corporate and foreign bonds	4.52	4.92

The College categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

The College has the following recurring fair value measurements as of June 30, 2021:

Demand deposits, U.S. Treasury obligations, U.S. government agency obligations, and money market mutual funds of \$58,662,015 are valued using quoted market prices (Level 1 inputs).

Corporate and foreign bonds of \$1,944,765 are valued using a matrix pricing model (Level 2 inputs), while the intermediate fixed income mutual fund and the multi-strategy bond mutual fund totaling \$11,189,127 are valued at the NAV per share (or its equivalent) of the investments (Level 2 inputs).

The Foundation has the following recurring fair value measurements as of June 30, 2021:

Demand deposits, equity mutual fund, and money market mutual funds of \$13,635,822 are valued using quoted market prices (Level 1 inputs).

The intermediate fixed income mutual fund of \$5,256,080 is valued at the NAV per share (or its equivalent) of the investments (Level 2 inputs).

The private real estate fund of \$4,099 is valued at the NAV per share (or its equivalent) of the investments (Level 3 inputs).

CCP Development, LLC has the following recurring fair value measurements as of June 30, 2021:

Demand deposits \$557,226 are valued using quoted market prices (Level 1 inputs).

The College has the following recurring fair value measurements as of June 30, 2020:

Demand deposits, U.S. Treasury obligations, U.S. government agency obligations, and money market mutual funds of \$47,784,428 are valued using quoted market prices (Level 1 inputs).

Corporate and foreign bonds of \$1,776,056 are valued using a matrix pricing model (Level 2 inputs), while the intermediate fixed income mutual fund and the multi-strategy bond mutual fund totaling \$10,981,263 are valued at the NAV per share (or its equivalent) of the investments (Level 2 inputs).

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

The Foundation has the following recurring fair value measurements as of June 30, 2020:

Demand deposits, equity mutual fund, and money market mutual funds of \$10,306,086 are valued using quoted market prices (Level 1 inputs).

The intermediate fixed income mutual fund of \$4,488,182 is valued at the NAV per share (or its equivalent) of the investments (Level 2 inputs).

The private real estate fund of \$55,256 is valued at the NAV per share (or its equivalent) of the investments (Level 3 inputs).

The valuation method for investments measured at the NAV per share (or its equivalent) are presented in the following tables:

June 30, 2021 Investments Measured at NAV (\$ in millions)				
	Fair Value	Unfunded Commitments	Redemption Frequency (If Currently Eligible)	Redemption Notice Period
Intermediate fixed income mutual fund ⁽¹⁾	\$ 10.8	-	Monthly	30 days
Multi-strategy bond mutual fund ⁽²⁾	5.6	-	Weekly	7 days
Private real estate fund ⁽³⁾	0.1	-	N/A	N/A
Total investments measured at NAV	<u>\$ 16.5</u>			

June 30, 2020 Investments Measured at NAV (\$ in millions)				
	Fair Value	Unfunded Commitments	Redemption Frequency (If Currently Eligible)	Redemption Notice Period
Intermediate fixed income mutual fund ⁽¹⁾	\$ 10.0	-	Monthly	30 days
Multi-strategy bond mutual fund ⁽²⁾	5.4	-	Weekly	7 days
Private real estate fund ⁽³⁾	0.1	-	N/A	N/A
Total investments measured at NAV	<u>\$ 15.5</u>			

⁽¹⁾ *Intermediate Fixed Income Mutual Fund.* The investment objective of the Multi-Strategy Bond Fund is to offer an actively managed, multi-manager investment program that will provide broad exposure to global debt markets. The fund seeks to add value above the return of the broad U.S. bond market as measured by the Barclays Capital U.S. Aggregate Bond Index, net of fees, and to provide competitive returns relative to the Russell U.S. Core Plus Fixed Income Universe. The fund's risk characteristics will vary from those of the index due to its diversified exposures to sectors outside of the index, including below investment grade debt and international bond and currency markets. The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

- (2) *Multi-Strategy Bond Mutual Fund.* The investment objective of the Intermediate Term Fund is to produce a total return in excess of its benchmark, the Bank of America Merrill Lynch 1-3 Year Treasury Index, but attaches greater emphasis to its goal of generating a higher current yield than short-term money market investments in a manner that mitigates the chances of a negative total return over any 12-month period. The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.
- (3) *Private Real Estate Fund.* Equus Capital Partners' Fund X (Equus) seeks to acquire value-add properties across all major real estate segments throughout the U.S. It is a sole-acquirer that takes equity positions and does not partner with regional owner-operators through joint ventures that can be dilutive to equity upside profits. The fund aims to be fully diversified across all major property types and across all U.S. property markets. Equus runs a vertically integrated platform, from deal sourcing, through acquisition to portfolio management, property management, renovation, repositioning and exit. The fund includes moderate leverage on its acquisitions, with no debt recourse to the fund level. The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.

NOTE C - ACCOUNTS RECEIVABLE

Accounts receivable include the following at June 30, 2021 and 2020:

	2021		2020	
	College	Component Unit Foundation	College	Component Unit Foundation
Tuition and fee receivables	\$ 2,396,454	\$ -	\$ 6,780,999	\$ -
Grants receivable	-	25,892	-	207,067
Other receivables	1,691,802	-	1,253,479	-
Pledges receivable	-	58,891	-	109,942
Receivable from Foundation	791,262	-	701,664	-
	4,879,518	84,783	8,736,142	317,009
Less: allowance for doubtful accounts	(1,339,562)	(4,711)	(3,160,977)	(8,819)
Total	\$ 3,539,956	\$ 80,072	\$ 5,575,165	\$ 308,190

The College anticipates that all of its net accounts receivable will be collected within one year.

Accounts receivable, tuition and fees and other are reported as net realizable value. Accounts are written off when they are determined to be uncollectible based upon management's assessment of individual accounts. The allowance for doubtful accounts is estimated based on the College's historical losses and periodic review of individual accounts. The allowance was \$1,339,562 and \$3,160,977 at June 30, 2021 and 2020, respectively. All of the Foundation's pledges receivable are expected to be collected subsequent to June 30, 2021, generally on a five-year payment schedule.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

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NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

NOTE D - CAPITAL ASSETS

The College's capital assets consist of the following at June 30, 2021:

	Balance July 1, 2020	Additions	Retirements and Adjustments	Balance June 30, 2021
Capital assets not depreciated:				
Land and improvements	\$ 31,094,976	\$ -	\$ -	\$ 31,094,976
Construction in progress	7,194,834	10,120,356	(874,935)	16,440,255
Works of art	902,620	-	-	902,620
	<u>39,192,430</u>	<u>10,120,356</u>	<u>(874,935)</u>	<u>48,437,851</u>
Capital assets being depreciated:				
Buildings and improvements	243,381,379	1,420,441	-	244,801,820
Equipment and furniture	43,965,988	387,778	(46,013)	44,307,753
Library books	5,762,054	116,814	-	5,878,868
Microforms	1,669,832	-	-	1,669,832
Software	4,038,895	-	-	4,038,895
System software	6,911,878	-	-	6,911,878
Total before depreciation	<u>305,730,026</u>	<u>1,925,033</u>	<u>(46,013)</u>	<u>307,609,046</u>
	<u>\$ 344,922,456</u>	<u>\$ 12,045,389</u>	<u>\$ (920,948)</u>	<u>\$ 356,046,897</u>

Accumulated depreciation by asset categories is summarized as follows:

	Balance July 1, 2020	Additions	Retirements and Adjustments	Balance June 30, 2021
Buildings and improvements	\$ 130,164,842	\$ 5,601,370	\$ -	\$ 135,766,212
Equipment and furniture	38,616,024	1,699,112	(41,778)	40,273,358
Library books	5,013,880	140,519	-	5,154,399
Microforms	1,669,832	-	-	1,669,832
Software	4,038,895	-	-	4,038,895
System software	6,839,325	22,770	-	6,862,095
Total before depreciation	<u>\$ 186,342,798</u>	<u>\$ 7,463,771</u>	<u>\$ (41,778)</u>	<u>\$ 193,764,791</u>
Net capital assets				<u>\$ 162,282,106</u>

CCP Development, LLC's capital assets consist of construction in progress in the amount of \$11,273,412 at June 30, 2021.

Community College of Philadelphia
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NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

The College's capital assets consist of the following at June 30, 2020:

	Balance July 1, 2019	Additions	Retirements and Adjustments	Balance June 30, 2020
Capital assets not depreciated:				
Land and improvements	\$ 31,094,976	\$ -	\$ -	\$ 31,094,976
Construction in progress	1,013,521	6,295,754	(114,441)	7,194,834
Works of art	787,708	114,912	-	902,620
	<u>32,896,205</u>	<u>6,410,666</u>	<u>(114,441)</u>	<u>39,192,430</u>
Capital assets being depreciated:				
Buildings and improvements	243,056,366	325,013	-	243,381,379
Equipment and furniture	43,466,500	515,253	(15,765)	43,965,988
Library books	5,660,902	101,152	-	5,762,054
Microforms	1,669,832	-	-	1,669,832
Software	4,038,895	-	-	4,038,895
System software	6,911,878	-	-	6,911,878
Total before depreciation	<u>304,804,373</u>	<u>941,418</u>	<u>(15,765)</u>	<u>305,730,026</u>
	<u>\$ 337,700,578</u>	<u>\$ 7,352,084</u>	<u>\$ (130,206)</u>	<u>\$ 344,922,456</u>

Accumulated depreciation by asset categories is summarized as follows:

	Balance July 1, 2019	Additions	Retirements and Adjustments	Balance June 30, 2020
Buildings and improvements	\$ 124,274,650	\$ 5,890,191	\$ -	\$ 130,164,841
Equipment and furniture	36,897,941	1,732,805	(14,721)	38,616,025
Library books	4,885,042	128,838	-	5,013,880
Microforms	1,669,832	-	-	1,669,832
Software	4,038,895	-	-	4,038,895
System software	6,808,606	30,719	-	6,839,325
Total	<u>\$ 178,574,966</u>	<u>\$ 7,782,553</u>	<u>\$ (14,721)</u>	<u>\$ 186,342,798</u>
Net capital assets				<u>\$ 158,579,658</u>

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

NOTE E - ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities consisted of the following at June 30, 2021:

	College	Component Unit Foundation	Component Unit CCP Development LLC
Category:			
Vendors and others	\$ 10,360,342	\$ 855,179	\$ 3,257,298
Accrued salaries	4,817,322	13,841	
Accrued benefits	2,229,854	-	-
Compensated absences	1,428,234	-	-
Retirement incentive payments	4,013,211	-	-
Accrued interest	222,639	-	
Total	\$ 23,071,602	\$ 869,020	\$ 3,257,298

Accounts payable and accrued liabilities consisted of the following at June 30, 2020:

	College	Component Unit Foundation
Category:		
Vendors and others	\$ 8,234,349	\$ 803,216
Accrued salaries	3,784,561	35,764
Accrued benefits	2,053,313	-
Compensated absences	3,420,896	-
Retirement incentive payments	1,130,713	-
Payroll withholding taxes	514,427	-
Accrued interest	178,804	-
Total	\$ 19,317,063	\$ 838,980

Long-term liability activity for the year ended June 30, 2021 was as follows:

	Beginning Balance July 1, 2020	Additions	Deductions	Total Ending Balance June 30, 2021	Current Portion
Long-term liabilities:					
Accounts payable and accrued liabilities	\$ 19,317,063	\$ 3,754,539	\$ -	\$ 23,071,602	\$ 21,293,765
Payable to government agencies	269,549	423,268	(269,549)	423,268	423,268
Capital lease obligation	918,263	-	(468,148)	450,115	378,638
Long-term debt	70,057,284	14,580,000	(7,557,284)	77,080,000	7,600,000
Unamortized bond premium	7,440,661	-	(728,918)	6,711,743	728,918
Other post-employment benefits	143,624,506	36,861,647	-	180,486,153	-
	\$ 241,627,326	\$ 55,619,454	\$ (9,023,899)	\$ 288,222,881	\$ 30,424,589

**Community College of Philadelphia
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NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Long term liability activity for the year ended June 30, 2020 was as follows:

	Beginning Balance July 1, 2019	Additions	Deductions	Total Ending Balance June 30, 2020	Current Portion
Long-term liabilities:					
Accounts payable and accrued liabilities	\$ 18,953,625	\$ 544,222	\$ (180,784)	\$ 19,317,063	\$ 17,762,425
Payable to government agencies	4,222,497	-	(3,952,948)	269,549	269,549
Capital lease obligation	1,391,712	-	(473,449)	918,263	468,149
Long-term debt	77,298,101	-	(7,240,817)	70,057,284	7,557,284
Unamortized bond premium	8,169,579	-	(728,918)	7,440,661	728,918
Other post- employment benefits	180,264,083	1,610,577	(38,250,154)	143,624,506	-
	<u>\$ 290,299,597</u>	<u>\$ 2,154,799</u>	<u>\$ (50,827,070)</u>	<u>\$ 241,627,326</u>	<u>\$ 26,786,325</u>

NOTE F - DEBT

The College's debt financing is primarily provided through Community College Revenue Bonds issued by the Hospitals and Higher Education Facilities Authority and the State Public School Building Authority.

Debt consisted of the following at June 30, 2021:

	Balance July 1, 2020	Additions	Principal Payments	Balance June 30, 2021	Current Portion
2015 Series	\$ 41,155,000	\$ -	\$ (4,595,000)	\$ 36,560,000	\$ 4,830,000
2018 Series	19,705,000	-	(2,345,000)	17,360,000	2,460,000
2019 Series	8,875,000	-	(295,000)	8,580,000	310,000
2020 Series	-	14,580,000	-	14,580,000	-
SPSBA Loan	322,284	-	(322,284)	-	-
	<u>\$ 70,057,284</u>	<u>\$ 14,580,000</u>	<u>\$ (7,557,284)</u>	<u>\$ 77,080,000</u>	<u>\$ 7,600,000</u>

Debt consisted of the following at June 30, 2020:

	Balance July 1, 2019	Additions	Principal Payments	Balance June 30, 2020	Current Portion
2015 Series	\$ 45,535,000	\$ -	\$ (4,380,000)	\$ 41,155,000	\$ 4,595,000
2018 Series	21,970,000	-	(2,265,000)	19,705,000	2,345,000
2019 Series	9,155,000	-	(280,000)	8,875,000	295,000
SPSBA Loan	638,101	-	(315,817)	322,284	322,284
	<u>\$ 77,298,101</u>	<u>\$ -</u>	<u>\$ (7,240,817)</u>	<u>\$ 70,057,284</u>	<u>\$ 7,557,284</u>

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NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Future annual principal and interest payments at June 30, 2021 are as follows:

	Principal	Interest	Total
June 30:			
2022	\$ 7,600,000	\$ 3,457,284	\$ 11,057,284
2023	7,975,000	3,077,284	11,052,284
2024	6,240,000	2,678,534	8,918,534
2025	6,550,000	2,366,534	8,916,534
2026	6,000,000	2,039,034	8,039,034
2027	6,305,000	1,739,034	8,044,034
2028	7,565,000	1,423,784	8,988,784
2029	2,135,000	1,071,450	3,206,450
2030	2,220,000	990,192	3,210,192
2031	2,305,000	903,848	3,208,848
2032	2,395,000	812,343	3,207,343
2033	2,495,000	715,876	3,210,876
2034	2,595,000	614,002	3,209,002
2035	2,705,000	506,661	3,211,661
2036	2,805,000	405,660	3,210,660
2037	2,900,000	310,502	3,210,502
2038	3,000,000	212,120	3,212,120
2039	1,950,000	108,950	2,058,950
2040	1,340,000	45,413	1,385,413
	<u>\$ 77,080,000</u>	<u>\$ 23,478,505</u>	<u>\$ 100,558,505</u>

2015 Series

Under a loan agreement dated September 10, 2015 between the Authority and the College, the College borrowed \$52,075,000 of 2015 Series Community College Revenue Bonds to advance refund a portion of the Authority's Community College Revenue Bonds (Community College of Philadelphia Project), Series of 2008 and additional 2015 Capital Projects. The 2015 Capital Projects consist of the following: (1) renovating the College's biology labs; (2) replacing certain escalators located in the College's West Building; and (3) various other renovations, repairs and capital improvements. All of the foregoing components of the 2015 Capital Projects will be used in connection with the College's operation of its community college buildings in furtherance of its educational mission. The 2015 Series Bonds are payable over 12½ years at rates from 2.00% to 5.00%, with an average debt service payment of \$4,166,000. The unrefunded Series of 2008 were payable over three years, with an average debt service payment of \$2,415,000.

Remaining principal payments for the 2015 Series Bonds required by the loan agreement are as follows:

	Principal
2022	\$ 4,830,000
2023	5,070,000
2024	5,325,000
2025	5,590,000
2026	4,995,000
2027-2039	<u>10,750,000</u>
	<u>\$ 36,560,000</u>

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

2018 Series

Under a loan agreement dated May 1, 2018 between the Authority and the College, the College borrowed \$24,155,000 of 2018 Series Community College Revenue Bonds to refund the outstanding Authority's Community College Revenue Bonds (Community College of Philadelphia Project), Series of 2017 and the additional 2018 Capital Projects. The 2018 Capital Projects consist of the renovation and improvements of the Library Learning Commons facility at the main campus. All of the foregoing components of the 2018 Capital Projects will be used in connection with the College's operation of its community college buildings in furtherance of its educational mission. The 2018 Series Bonds are payable over 20½ years at rates from 3.63% to 5.00%, with average debt service payments of \$3,291,851 through 2023 and \$1,148,381 from 2024 through 2038.

	Principal
2022	\$ 2,460,000
2023	2,580,000
2024	575,000
2025	600,000
2026	630,000
2027-2038	10,515,000
	<u>\$ 17,360,000</u>

2019 Series

Under a loan agreement dated May 2019 between the Authority and the College, the College borrowed \$9,155,000 College Revenue Bonds (Community College of Philadelphia Project), Series A of 2019. The 2019 Capital Projects consist of (a) the development, construction, improvement, furnishing, equipping and outfitting of a new, approximately 75,000 square foot, building on land owned by the College in West Philadelphia, with a facility that will be used to house the College's Career and Advanced Technology Center, (b) the demolition of an existing building on such site, and (c) other miscellaneous capital improvements at such site including parking, landscaping and related improvements. All of the foregoing components of the 2019 Capital Projects will be used in connection with the College's operation of its community college buildings in furtherance of its educational mission. The 2019 Series A Bonds are payable over 20 years at rates from 3.00% to 5.00%, with average debt service payments of \$675,589 from 2020 through 2039.

Principal payments required by the loan agreement are as follows:

	Principal
2022	\$ 310,000
2023	325,000
2024	340,000
2025	360,000
2026	375,000
2027	395,000
2028-2039	6,475,000
	<u>\$ 8,580,000</u>

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

2020 Series

Under a loan agreement dated December 8, 2020 between the Authority and the College, the College borrowed \$14,580,000 College Revenue Bonds (Community College of Philadelphia Project), Series of 2020 (Federally Taxable). The 2020 Capital Project is completion funding for the 2019 Capital Project and consists of:

- (a) the development, construction, improvement, furnishing, equipping and outfitting of a new, approximately 75,000 square foot building on land owned by the College in West Philadelphia, which facility will be used to house the College's Career and Advanced Technology Center, and
- (b) other miscellaneous capital improvements at such site, including parking, landscaping and related improvements.

The 2020 Series Bonds were issued prior to the closing of the new market tax credit transaction which occurred on December 9, 2020. A portion of the proceeds of the 2020 Series Bonds was used as a leveraged loan to an investment fund which in turn, through three community development entities, lent such proceeds to CCP Development, LLC, which is 90% owned by the College and 10% owned by Career and Advanced Technology Center, Inc., a 501(c)(3) tax-exempt nonprofit corporation. CCP Development, LLC will use the proceeds and net new market tax credit equity received to construct the Career and Advanced Technology Center. The loan to CCP Development, LLC is secured by a first priority mortgage and lien on the Career and Advanced Technology Center. All of the foregoing components of the 2020 Capital Project will be used in conjunction with College's operation of its community college buildings in furtherance of its educational mission. Refer to Note M for additional details.

Remaining principal payments required by the loan agreement are as follows:

	Principal
2028	\$ 950,000
2029	970,000
2030	995,000
2031	1,020,000
2032	1,045,000
2033	1,075,000
2034-2040	8,525,000
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	\$ 14,580,000

Operating Leases

The College leases certain equipment and property under operating lease arrangements that expire through 2025. Rental expense for operating leases was \$537,832 and \$513,212 for the years ended June 30, 2021 and 2020, respectively.

Future minimum lease payments required under operating leases are as follows:

2022	\$ 433,970
2023	310,274
2024	272,845
2025	278,311
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	\$ 1,295,400

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Capital Leases

The College leases certain equipment under capital lease arrangements that expire through 2023. These leases are recorded at the lower of cost or present value and amounted to \$450,115 and \$918,263 at June 30, 2021 and 2020, respectively. Amortization charges of capital leases were \$1,050,961 and \$1,106,227 for the years ended June 30, 2021 and 2020, respectively.

Future minimum lease payments under capital leases are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2022	\$ 378,638	\$ 14,031	\$ 392,669
2023	71,477	1,121	72,598
	<u>\$ 450,115</u>	<u>\$ 15,152</u>	<u>\$ 465,267</u>

NOTE G - (PAYABLE TO) RECEIVABLE FROM GOVERNMENT AGENCIES

(Payable to) receivable from government agencies includes the following at June 30, 2021 and 2020:

	<u>2021</u>		<u>2020</u>	
	<u>(Payable)</u>	<u>Receivable</u>	<u>(Payable)</u>	<u>Receivable</u>
Commonwealth of Pennsylvania:				
Provision for potential audit findings and reimbursement calculation	\$ (75,503)	\$ -	\$ (47,999)	\$ -
Grants and special projects	-	885,772	-	1,148,570
PHEAA for grants	<u>(347,765)</u>	<u>-</u>	<u>(221,550)</u>	<u>-</u>
	(423,268)	885,772	(269,549)	1,148,570
City of Philadelphia grants receivable	-	2,660,008	-	497,511
Federal:				
Financial aid programs	-	13,979	-	2,644
Grants and special projects	<u>-</u>	<u>12,984,370</u>	<u>-</u>	<u>1,063,562</u>
	-	15,658,357	-	1,563,717
Total	<u>\$ (423,268)</u>	<u>\$ 16,544,129</u>	<u>\$ (269,549)</u>	<u>\$ 2,712,287</u>

NOTE H - EMPLOYEE BENEFITS

Retirement benefits are provided for substantially all employees through payments to one of the board authorized retirement programs. Although the College does not offer participation in the Pennsylvania State Employees' Retirement System (SERS) or the Public School Employees' Retirement System (PSERS), it has grandfathered continued participation for those employees currently enrolled. The College has 12 employees participating in the SERS and 22 employees in the PSERS.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Defined Benefit Plans

The PSERS and SERS are cost-sharing multiple employer-defined benefit plans and are administered by the Commonwealth as established under legislative authority. The financial statements for PSERS and SERS can be obtained from the following: Commonwealth of Pennsylvania, Public School Employees' Retirement System, 5 North Fifth Street, P.O. Box 125, Harrisburg, PA 17108 0125; and Commonwealth of Pennsylvania, State Employees' Retirement System, 30 North Third Street, P.O. Box 1147, Harrisburg, PA 17108 1147.

Benefits Provided

PSERS and SERS provide retirement, disability, and death benefits. For PSERS, retirement benefits are determined as 2.00% or 2.50% (depending on membership class), of the individual's final average salary multiplied by the number of years of credited service. After completion of five years of service, an individual's right to defined benefits is vested, and early retirement may be elected. Individuals are eligible for disability retirement benefits after completion of five years of credited service. Such disability benefits are generally equal to 2.00% to 2.50% (depending on membership class) of the member's final average salary multiplied by the number of years of credited service, but not less than one-third of such salary nor greater than the benefit the member would have had at normal retirement age. Death benefits are payable upon the death of an active member who has reached age 62 with at least one year of credited service. Such benefits are actuarially equivalent to the benefit that would have been effective if the member had retired on the day before death.

For SERS, retirement benefits are determined at 2.00% or 2.50% (depending on membership date) of the highest three-year average salary times the number of years of service. The vesting period is either 5 or 10 years (depending on membership date) of credited service.

Contributions

For PSERS, the contribution policy is set by Commonwealth statutes and requires contributions by active members, employers and the Commonwealth of Pennsylvania. Funding percentages are determined by the plan in accordance with actuarial calculations and are based on covered payroll. Currently, for full time faculty, administrators and other staff, the College contributes 16.72% of all earnings as long as contributions are adequate to accumulate assets to pay retirement benefits when due. Employee contributions are 6.50% of all earnings for members prior to July 22, 1983 and 7.50% of all earnings for members after July 22, 1983.

For SERS, the contribution policy is set by Commonwealth statutes and requires contributions by active members, employers and the Commonwealth of Pennsylvania. Funding percentages are determined by the plan in accordance with actuarial calculations and are based on covered payroll. Currently, for full-time faculty, administrators and other staff, the College contributes 23.94% and 34.63% of all earnings as long as contributions are adequate to accumulate assets to pay retirement benefits when due. Employee contributions are 6.25% of all earnings.

Pension Liabilities, Pension Expense, and Deferred Outflows and Inflows of Resources

At June 30, 2021, the College reported a liability of \$1,379,000 and \$2,831,037, within other post-employment benefits liability on the statements of net position, for its proportional share of the net pension liability for PSERS and SERS, respectively. The net pension liability was measured as of June 30, 2020 for PSERS and December 31, 2020 for SERS, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The College's proportion of the

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

net pension liability is based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating institutions, actuarially determined. At June 30, 2021 and December 31, 2021, respectively, the College's proportion of PSERS and SERS was 0.0028% and 0.0155%.

For the year ended June 30, 2021, the College recognized proportional pension expense for PSERS and SERS of \$87,000 and \$343,277 respectively, as provided by the plans' actuarial schedules. At June 30, 2021, the College reported deferred outflows and inflows of resources related to pensions from the following sources:

PSERS

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 4,000	\$ 33,000
Net difference between projected and actual earnings on pension plan investments	61,000	-
Changes in proportion and differences between College contributions and proportionate share of contributions	-	175,000
Total	<u>\$ 65,000</u>	<u>\$ 208,000</u>

SERS

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 26,579	\$ 3,175
Changes in assumptions	314,798	-
Net difference between projected and actual earnings on pension plan investments	-	362,218
Changes in proportion	167,724	85,683
Changes in proportion and differences between College contributions and proportionate share of contributions	-	190,308
Total	<u>\$ 509,101</u>	<u>\$ 641,384</u>

At June 30, 2020, the College reported a liability of \$1,403,000 and \$2,710,432, within other post-employment benefits liability on the statements of net position, for its proportional share of the net pension liability for PSERS and SERS, respectively. The net pension liability was measured as of June 30, 2019 for PSERS and December 31, 2019 for SERS, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The College's proportion of the net pension liability is based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating institutions, actuarially determined. At June 30, 2020 and December 31, 2020, respectively, the College's proportion of PSERS and SERS was 0.0030% and 0.0149%.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

For the year ended June 30, 2020, the College recognized proportional pension expense for PSERS and SERS of \$176,000 and \$441,641, respectively, as provided by the plans' actuarial schedules. At June 30, 2020, the College reported deferred outflows and inflows of resources related to pensions from the following sources:

PSERS

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 8,000	\$ 46,500
Changes in assumptions	13,000	-
Net difference between projected and actual earnings on pension plan investments	-	4,000
Changes in proportion and differences between College contributions and proportionate share of contributions	26,000	159,500
	<hr/>	<hr/>
Total	\$ 47,000	\$ 210,000

SERS

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 33,795	\$ 18,359
Changes in assumptions	104,446	-
Net difference between projected and actual earnings on pension plan investments	-	193,303
Changes in proportion	236,770	128,584
Changes in proportion and differences between College contributions and proportionate share of contributions	-	188,529
	<hr/>	<hr/>
Total	\$ 375,011	\$ 528,775

Actuarial Assumptions

The following methods and assumptions were used in the actuarial valuations for both years ended June 30, 2021 and 2020, unless otherwise stated. These methods and assumptions were applied to all periods included in the measurement:

PSERS

Actuarial cost method	entry age normal level % of pay
Investment rate of return	7.25%, includes inflation at 2.75%
Salary increases	effective average of 5.00%, which reflects an allowance for inflation of 2.75%, real wage growth of 2.25% and merit of seniority increases.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Mortality rates Mortality rates were based on the RP-2014 Mortality Tables for Males and Females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2015 Mortality Improvement Scale.

SERS

Actuarial cost method	entry age
Amortization method	straight-line amortization of investments over five years and amortization of assumption changes and noninvestment gains/losses over the average expected remaining service lives of all employees that are provided benefits
Investment rate of return	7.00% and 7.125%, net of manager fees including inflation as of June 30, 2021 and 2020, respectively
Projected salary increases	average of 4.60% with range of 3.30% - 6.95% including inflation
Inflation	2.50%
Mortality rate	projected RP-2000 Mortality Tables adjusted for actual plan experience and future improvement
Cost of living adjustments	none (ad hoc)

PSERS

The long-term expected real rate of return on pension investments is determined using a building-block method in which best estimates of ranges of expected future real rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of real rates of return are summarized in the following table:

Asset Class	Target Allocation	June 30, 2021 Long-Term Expected Rate of Return	June 30, 2020 Long-Term Expected Rate of Return
Global Public Equity	15.00%	5.20%	5.60%
Private Equity	15.00%	7.20%	0.00%
Fixed Income	36.00%	1.10%	1.90%
Commodities	8.00%	1.80%	2.70%
Absolute Return	10.00%	2.50%	3.40%
Infrastructure/MLPs	6.00%	5.70%	5.50%
Real Estate	10.00%	5.50%	4.10%
Risk Parity	8.00%	3.30%	4.10%
Cash	6.00%	-1.00%	0.30%
Financing (LIBOR)	-14.00%	-0.70%	0.70%
	100.00%		

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

SERS

Some of the methods and assumptions mentioned above are based on the 17th Investigation of Actuarial Experience, which was published in January 2011 and analyzed experience from 2006 through 2010. The long-term expected real rate of return on pension investments is determined using a building-block method in which best estimates of ranges of expected future real rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of real rates of return are summarized in the following table:

Asset Class	Total Allocation June 30, 2021	Total Allocation June 30, 2020	Long-Term Expected Rate of Return June 30, 2021	Long-Term Expected Rate of Return June 30, 2020
Private equity	14.00%	16.00%	6.25%	7.25%
Global Public equity	0.00%	48.00%	0.00%	5.15%
Private Credit	4.00%	0.00%	4.25%	0.00%
Real Estate	8.00%	12.00%	5.60%	5.26%
Multi-Strategy	0.00%	10.00%	0.00%	4.44%
US Equity	25.00%	0.00%	4.90%	0.00%
Int'l Developed Markets Equity	13.00%	0.00%	4.75%	0.00%
Emerging Markets Equity	4.00%	0.00%	5.00%	0.00%
Fixed Income - Core	22.00%	11.00%	1.50%	1.26%
Fixed Income - Opportunistic	4.00%	0.00%	3.00%	0.00%
Inflation Protection (TIPS)	4.00%	0.00%	1.50%	0.00%
Cash	2.00%	3.00%	0.25%	0.00%
Total	100.00%	100.00%		

For PSERS and SERS, the discount rate used to measure total pension liability was 7.25% and 7.125%, respectively. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Position Liability

For PSERS, the College's net pension liability at June 30, 2021 is \$1,379,000 using a 7.25% discount rate. The College's net pension liability would have been \$1,706,000 assuming a 1%-point decrease (6.25%) in the discount rate and would have been \$1,102,000 assuming a 1%-point increase (8.25%) in the discount rate.

For SERS, the College's net pension liability at June 30, 2021 is \$2,831,037 using a 7% discount rate. The College's net pension liability would have been \$3,751,215 assuming a 1%-point decrease (6%) in the discount rate and would have been \$2,042,136 assuming a 1%-point increase (8%) in the discount rate.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Defined Contribution Plans

The College also sponsors one defined contribution plan, and as such, benefits depend solely on amounts contributed to the plan plus investment earnings. Full-time faculty and administrative employees are eligible to participate from the date of employment, and clerical employees have a one year waiting period. Participation is mandatory for full-time faculty and administrative employees upon reaching the age of 30 or after two years of employment, whichever is the later date. Participation is mandatory for full-time classified and confidential employees upon reaching the age of 30 or after four years of employment, whichever is the later date. Part-time faculty may participate after earning four seniority units, as defined in the collective bargaining agreement. College policy and collective bargaining agreements require that both the employee and the College contribute amounts, as set forth below, based on the employee's earnings.

The College's contributions for each employee (and interest allocated to the employee's accounts) are fully vested. Death benefits for value of accumulation are provided to the beneficiary of a participant who dies prior to retirement. Various payment options are available. The College has 1,056 employees participating in this program.

The payroll for employees covered by the three plans was \$58,696,317 and \$61,929,131, and the College's total payroll is \$74,041,097 and \$78,816,030 at June 30, 2021 and 2020, respectively. Contributions made by the College for the years ended June 30, 2021 and 2020 totaled \$5,367,470 and \$5,965,352, respectively, representing 9.14% and 9.63%, respectively, of covered payroll. College employees contributed \$4,414,574 and \$4,833,935, respectively, for the years ended June 30, 2021 and 2020.

A summary of retirement benefits follows:

Type of Employee

Full-time faculty	10% of base contract
Visiting lecturers	5% of base contract
Part-time faculty	5% of all earnings
Administrators and other staff	10% of base contract
Others	10% of annual salary
Employee contribution	5% of base salary

Post-Employment Benefits (OPEB)

Program Description

The College provides post-employment benefits other than pensions (OPEB) to eligible retirees of the College and their spouses. Health benefits include medical, prescription drug and dental coverage. Retirees and spouses are eligible to continue coverage for life as long as the retiree premium rates are paid. Life insurance benefit continues until age 65. Spouses are not covered. Life insurance benefit is determined as follows: Administrators = 2.5 times last annual salary, rounded up to next \$1,000; Faculty, Classified, Confidential = 2 times last annual salary, rounded up to next \$1,000; Faculty on Pre-Retirement Half-Time Workload Option = 4 times last annual salary, rounded up to next \$1,000. These healthcare benefits are funded by a single employer plan.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Eligibility

Participants must be at least age 62 with 10 years of full-time service and have attained age plus service being greater than or equal to 77.

Funding Policy

Post-employment benefits other than pensions stem from the College's three collective bargaining agreements. For the years ended June 30, 2021 and 2020, the College paid \$243,357 and \$800,000, respectively, on behalf of the retirees and spouses. The College pays 100% of the premium for coverage for retirees until the end of the contract year in which the retiree attains age 65. Thereafter, the retiree pays 50% of the total premium, less the Medicare Part B premium. Pre-65 and post-65 retirees pay 50% of active medical benefits for pre-65 spouses. Post-65 retirees pay 50% of the premium for the coverage of post-65 spouses, less their Medicare Part B premium. Pre-65 retirees pay 0% of the premium for the coverage of post-65 spouses (the College pays 100% of their premium). Surviving spouses must pay 100% of the premium for coverage without getting reimbursed for Medicare Part B premium if over 65. Retirees on Medicare disability are given the Medicare Part B reimbursement regardless of age. The College pays 100% of the premium for retired post-65 part-time teachers and their spouses.

<u>Employees/Retirees/Beneficiaries</u>	<u>Number of Participants as of July 1, 2020</u>	<u>Number of Participants as of July 1, 2019</u>
Actives	497	833
In-actives currently receiving benefit payments	210	594
Total	<u>707</u>	<u>1,427</u>

The following table provides a summary of the changes in the College's total OPEB liability for fiscal years ended June 30, 2021 and 2020. The valuation dates were July 1, 2020 and 2019, and the measurement dates were June 30, 2021 and 2020.

<u>Change in Total OPEB Liability (TOL)</u>	<u>July 1, 2020</u>	<u>July 1, 2019</u>
TOL, beginning of year	\$ 139,511,074	\$ 175,548,288
Service cost	3,923,045	5,862,664
Interest	4,952,399	6,925,232
Change in benefit terms	-	(11,026,241)
Difference between expected and actual experience	-	(33,487,521)
Benefits paid	(3,874,038)	(4,928,779)
Changes in assumptions	31,763,636	617,431
TOL, end of year	<u>\$ 176,276,116</u>	<u>\$ 139,511,074</u>

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

The following summarizes the development of benefit for the years ended June 30, 2021 and 2020:

	2021	2020
Service cost	\$ 3,923,045	\$ 5,862,664
Interest	4,952,399	6,925,232
Changes in assumptions	7,940,909	154,358
Amortization of:		
Total OPEB liability and assumption gain	(21,692,711)	(32,873,370)
Total benefit	\$ (4,876,358)	\$ (19,931,116)
Weighted-average assumptions to determine expense:		
Actual benefit payments	\$ 3,874,038	\$ 4,928,779
Discount rate	2.21%	3.50%
Expected return on assets	N/A	N/A
Salary scale	3.00%	3.00%
Current rate	6.50%	6.50%
Ultimate rate/year reached	4.50%/2041	4.50%/2040

Deferred inflows of resources reported by the College at June 30, are as follows:

<u>Date Amortization Base Set</u>	<u>Net Amount at June 30,</u>	<u>Amortization Period Remaining at June 30,</u>
2020	\$ 74,716,112	4.00
2021	\$ 52,868,983	4.00

Deferred outflows of resources reported by the College at June 30, are as follows:

<u>Date Amortization Base Set</u>	<u>Net Amount at June 30,</u>	<u>Amortization Period Remaining at June 30,</u>
2020	\$ 463,073	4.00
2021	\$ 24,131,442	4.00

Deferred Inflows Projection

Amounts reported as deferred inflows of resources will be recognized in expense as follows:

<u>Years Ending June 30:</u>	
2022	\$ 13,751,861
2023	11,271,748
2024	3,713,932

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

Actuarial Assumptions - 2021

Mortality Table: The Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2020 for faculty participants and Pub-2010 Public Retirement Plans General mortality projected generationally with Scale MP-2020 for all other participants.

Discount Rate: 2.21% for determining June 30, 2021 disclosure and estimated 2022 expense; 3.50% for determining June 30, 2020 disclosure and estimated 2021 expense.

Discount Rate Determination Method: Under GASB 75, the discount rate for unfunded plans must be based on a yield or index rate for a 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. Rates were taken from the Bond Buyer 20-Bond Go index as of the measurement dates.

A one-percentage point change in the discount rate and assumed health care cost trend rates would have the following impact on the liability for post-employment benefits obligations at June 30, 2021:

<u>Discount Rate Change</u>	<u>1% Decrease</u>	<u>1% Increase</u>
Net OPEB Liability	\$ 280,254,743	\$ 150,807,751
Net OPEB Liability Healthcare Trend Rate	\$ 148,368,874	\$ 211,921,975

Actuarial Assumptions - 2020

Mortality Table: The Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2019 for faculty participants and Pub-2010 Public Retirement Plans General mortality projected generationally with Scale MP-2019 for all other participants.

Discount Rate: 3.50% for determining June 30, 2020 disclosure and estimated 2021 expense; 3.87% for determining June 30, 2019 disclosure and estimated 2020 expense.

Discount Rate Determination Method: Under GASB 75, the discount rate for unfunded plans must be based on a yield or index rate for a 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. Rates were taken from the S&P municipal bond 20-year high grade rate index as of the measurement dates.

A one-percentage point change in the discount rate and assumed health care cost trend rates would have the following impact on the liability for post-employment benefits obligations at June 30, 2020:

<u>Discount Rate Change</u>	<u>1% Decrease</u>	<u>1% Increase</u>
Net OPEB Liability	\$ 163,386,229	\$ 120,394,965
Net OPEB Liability Healthcare Trend Rate	\$ 119,665,431	\$ 164,490,831

Retirement Incentive Program

Effective September 1, 2014, the collective bargaining agreement provides for a retirement incentive for full-time employees at age 63, 64 or 65 with at least 20 years of service. The incentive payment is a percentage of final pay based on years of service. Forty employees will receive the incentive payment during fiscal years 2020-2021 and 2021-22. The present value of these payments is \$634,824 and \$958,145, respectively.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

NOTE I - COMMITMENTS AND CONTINGENCIES

The use of grant monies received is subject to compliance audits by the disbursing governmental agency. The College believes it is in compliance with all significant grant requirements.

The nature of the educational industry is such that, from time to time, the College is exposed to various risks of loss related to torts; alleged negligence; acts of discrimination; breach of contract; labor disputes; disagreements arising from the interpretation of laws or regulations; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services. The College addresses these risks by purchasing commercial insurance. The College's retention of risk is limited to the deductibles on its insurance policies, which range from \$0 to \$150,000 per claim depending on the nature of the claim.

There have been no significant reductions in insurance coverage from the prior year. There have been no instances where a settlement amount exceeded the insurance coverage for each of the last three years. It is not expected that the resolution of any outstanding claims and litigation will have a material adverse effect on the accompanying financial statements.

The College's five-year Collective Bargaining Agreement with Faculty and Classified employee unions expires on August 31, 2022.

NOTE J - OPERATING EXPENSES

The College's and component unit Foundation's operating expenses, on a natural-classification basis, were comprised of the following for the years ended June 30, 2021 and 2020:

	2021		2020	
	College	Component Unit Foundation	College	Component Unit Foundation
Salaries	\$ 74,041,097	\$ 907,137	\$ 77,819,073	\$ 996,955
Benefits	32,569,787	363,398	34,789,946	406,056
Contracted services	9,247,101	59,286	9,247,101	91,285
Supplies	5,564,083	82,627	4,466,810	62,181
Depreciation	7,463,771	-	7,782,553	-
Student aid	12,644,020	1,114,726	12,052,409	791,771
Other post-retirement benefits	(8,754,336)	-	(24,589,650)	-
Other	10,231,345	325,707	11,376,200	539,154
Total	\$ 143,006,868	\$ 2,852,881	\$ 132,973,354	\$ 2,887,402

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

NOTE K - CITY AND COMMONWEALTH APPROPRIATIONS

Appropriations from the Commonwealth and the City for the years ending June 30, 2021 and 2020 are as follows:

	2021		2020	
	Operations	Capital	Operations	Capital
Commonwealth of Pennsylvania	\$ 32,388,574	\$ 5,812,134	\$ 32,408,016	\$ 5,819,210
City of Philadelphia	34,450,833	7,177,918	29,846,548	6,212,659
Total appropriations	<u>\$ 66,839,407</u>	<u>\$ 12,990,052</u>	<u>\$ 62,254,564</u>	<u>\$ 12,031,869</u>

NOTE L - PASS-THROUGH GRANTS

The College distributed \$15,184,845 and \$21,245,772 for the years ended June 30, 2021 and 2020, respectively, for student loans through the U.S. Department of Education Federal Direct Loan Program. These distributions and related funding sources are not included as expenses and revenues, nor as cash disbursements and cash receipts in the accompanying financial statements.

NOTE M - NEW MARKET TAX CREDITS (CAREER AND ADVANCED TECHNOLOGY CENTER PROJECT)

On April 5, 2018, the Board of Trustees of the College approved a Resolution authorizing the West Regional Center Expansion. The West Regional Center Expansion is a capital project consisting of the development, construction, improvement, furnishing, equipping and fit out of a new building of approximately 75,000 square foot on land owned by the College in West Philadelphia. The building is being referred to as the Career and Advanced Technology Center (the CATC).

The construction of CATC will be supported by several mechanisms that include tax-exempt and taxable municipal bonds, Pennsylvania Department of Education capital funding, Redevelopment Assistance Capital Program (RACP) grants and New Market Tax Credits (NMTC).

On August 15, 2018, the Pennsylvania Department of Education approved the College's application for State assistance for the construction of community college facilities to expand the West Regional Center. The Department provided \$10,000,000 towards the capital expense of this Project in the form of debt service for the Series 2019 bonds, with the remainder to be financed by local sponsorship and other sources.

On May 8, 2019, the College successfully issued \$9,155,000 Series 2019 bonds with a premium of \$1,028,784 for total proceeds of \$10,183,784. The Series 2019 bonds were issued to assist with the construction of the CATC.

For additional funding of the CATC, the College utilized NMTC by which investors provide capital to community development entities (CDEs), and in exchange are awarded credits against their federal tax obligations. The NMTC program offers credits against federal income taxes over a 7-year period for Qualified Equity Investments in designated CDEs pursuant to Section 45D of the Internal Revenue Code in order to assist eligible businesses in making investments in certain low-income communities.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2021 and 2020

The CATC is located at 4750 Market Street, Philadelphia, Pennsylvania, within a census tract that constitutes a "low-income community" and therefore qualified for the NMTC program. CCP Development, LLC (the LLC) was established as a qualified active low-income community business (QALICB) and serves as the leveraged loan lender for the NMTC transaction. The LLC was allocated \$25,945,000 of NMTC's from three separate CDEs which invested in the CATC.

As part of the NMTC transaction, an investment fund (the Fund) was established and funded through an investment of NMTC equity from an investor (Fund Investor). The Fund invested in the three CDEs which made loans to the LLC on December 9, 2020 in the aggregate amount of \$25,945,000.

Upon completion of the construction of the CATC building, the LLC will lease the building to the College. The College will be responsible for all operating and maintenance costs of the CATC upon completion, which is expected to be in 2022.

Interest on the three loans is paid by the LLC, commencing on February 5, 2021, at 1.836% per annum. The notes all mature on November 1, 2050 with interest only payments through October 31, 2028 and principal and interest payments from February 5, 2029 and continuing each annual payment date thereafter through and including August 5, 2050. The College provided a limited payment guaranty and completion guaranty to the CDEs to secure the loans.

The loan receivable and related interest receivable from the Fund to the College are recorded as a loan receivable within the statements of net position. The LLC recorded the three loan obligations owed to the CDEs as notes payable within the statements of net position. Because there is no right of offset between the loan receivable due to the College and the notes payable by the LLC, the loan receivable and notes payable are presented separately in the statements of net position for the year ending June 30, 2021.

The leveraged loans mature on August 1, 2046, and the Fund will pay the College interest only at a rate of 2.197% per annum for the outstanding balance commencing December 9, 2020. Amortization begins February 1, 2029 with the first amortizing payment due February 15, 2029. At the end of the 7-year tax credit investment period, and for the following six months (Put Option Period), between December 9, 2027 and May 9, 2028, the Fund Investor has an option, but not an obligation, to sell to the College the Fund Investor's interest in the Fund for a put exercise price of \$1,000. If the put is not exercised, then the College has the right and option, at any time during the 6-month period following the Put Option Period, to elect to purchase the Fund Investor's interest in the Fund, at an amount equal to the fair market value at the time of exercise.

Interest expense related to the outstanding notes payable for the year ended June 30, 2021 was \$271,216. Interest income related to the loan receivable for the year ended June 30, 2021 was \$245,078.

As of the date of issuance of the financial statements, the LLC has \$22,951,955 available for the completion of the CATC project.

NOTE N - SUBSEQUENT EVENTS

The College has evaluated subsequent events through September 28, 2021, noting no items which would require disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULES OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS - LAST 10 YEARS* (UNAUDITED)

Years ended June 30,

(Amounts are in thousands)

	2021	2020	2019	2018
Total OPEB Liability				
Service cost	\$ 3,923	\$ 5,863	\$ 6,425	\$ 10,624
Interest cost	4,952	6,925	5,696	6,234
Actual and expected experience difference	-	(33,487)	-	(47,379)
Changes in assumptions	31,764	617	-	(19,251)
Changes in benefit terms	-	(11,026)	(9,920)	-
Benefit payments	(3,874)	(4,929)	(4,449)	(4,934)
Net change in total OPEB liability	36,765	(36,037)	(2,248)	(54,706)
Total OPEB liability - beginning	139,511	175,548	177,796	232,502
Total OPEB liability - ending (a)	<u>\$ 176,276</u>	<u>\$ 139,511</u>	<u>\$ 175,548</u>	<u>\$ 177,796</u>
Plan Fiduciary Net Position				
Contribution - employer	\$ 3,874	\$ 4,929	\$ 4,449	\$ 4,934
Benefit payments	(3,874)	(4,929)	(4,449)	(4,934)
Net change in plan fiduciary net position	-	-	-	-
Plan fiduciary net position - beginning	-	-	-	-
Plan fiduciary net position - ending (b)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net OPEB liability - ending (a)-(b)	<u>\$ 176,276</u>	<u>\$ 139,511</u>	<u>\$ 175,548</u>	<u>\$ 177,796</u>
Covered-employee payroll	55,279	53,434	51,546	54,241
Total OPEB liability as a percentage of covered-employee payroll	319%	261%	341%	328%

**This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULES OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - LAST 10 YEARS* (UNAUDITED)

Years ended June 30,

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
PSERS							
College's proportion of the net pension liability	0.0028%	0.0030%	0.0034%	0.0034%	0.0035%	0.0032%	0.0026%
College's proportionate share of the net pension liability	\$ 1,379,000	\$ 1,403,000	\$ 1,632,000	\$ 1,679,000	\$ 1,734,000	\$ 1,386,000	\$ 1,030,000
College's covered employee payroll	\$ 244,157	\$ 407,745	\$ 456,911	\$ 455,779	\$ 454,763	\$ 413,104	\$ 335,800
Plan fiduciary net position as a percentage of the total pension liability	54.32%	55.66%	54.00%	51.84%	50.14%	54.36%	57.24%
SERS							
College's proportion of the net pension liability	0.0155%	0.0149%	0.0148%	0.0160%	0.0147%	0.0110%	0.0120%
College's proportionate share of the net pension liability	\$ 2,831,037	\$ 2,710,432	\$ 3,083,795	\$ 2,758,923	\$ 2,827,306	\$ 1,998,201	\$ 1,784,684
College's covered employee payroll	\$ 1,021,917	\$ 958,066	\$ 930,394	\$ 979,992	\$ 894,293	\$ 653,759	\$ 692,779
Plan fiduciary net position as a percentage of the total pension liability	67.00%	63.10%	56.40%	63.00%	57.80%	58.90%	64.80%

**This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

See accompanying report of independent certified public accountants.

**Community College of Philadelphia
(A Component Unit of the City of Philadelphia)**

SCHEDULES OF EMPLOYER CONTRIBUTIONS - LAST 10 YEARS* (UNAUDITED)

Years ended June 30,

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
PSERS							
Contractually required contribution	\$ 175,000	\$ 134,000	\$ 144,000	\$ 130,000	\$ 111,000	\$ 83,000	\$ 52,000
Contribution in relation to the contractually required contribution	<u>175,000</u>	<u>134,000</u>	<u>144,000</u>	<u>130,000</u>	<u>111,000</u>	<u>83,000</u>	<u>52,000</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	\$ 244,157	\$ 407,745	\$ 456,911	\$ 455,779	\$ 454,763	\$ 413,104	\$ 335,800
Contributions as a % of covered employee payroll	71.6752%	32.8637%	31.5160%	28.5226%	24.4083%	20.0918%	15.4854%
SERS							
Contractually required contribution	\$ 352,495	\$ 334,491	\$ 323,944	\$ 325,667	\$ 301,735	\$ 202,576	\$ 98,248
Contribution in relation to the contractually required contribution	<u>352,495</u>	<u>334,491</u>	<u>323,944</u>	<u>325,667</u>	<u>301,735</u>	<u>202,576</u>	<u>98,248</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	\$ 1,021,917	\$ 958,066	\$ 930,394	\$ 979,992	\$ 894,293	\$ 653,759	\$ 692,779
Contributions as a % of covered employee payroll	34.4935%	34.9131%	34.8179%	33.2316%	33.7401%	30.9863%	14.1817%

**This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

See accompanying report of independent certified public accountants.

OTHER INFORMATION (UNAUDITED)

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF REVENUES BY SOURCE (UNAUDITED)

Year ended June 30,

(Amounts expressed in thousands)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Revenues:										
Student tuition and fees (net of scholarship allowances)	\$ 28,424	\$ 30,536	\$ 32,753	\$ 33,234	\$ 32,992	\$ 31,643	\$ 31,973	\$ 35,338	\$ 32,003	\$ 30,181
Sales of auxiliary enterprises	408	1,413	1,599	1,523	1,737	1,740	1,786	1,671	1,776	1,827
Other operating revenues	23	38	42	46	62	87	196	166	158	168
Total operating revenues	28,855	31,987	34,394	34,803	34,791	33,470	33,955	37,175	33,937	32,176
City appropriations	34,451	29,847	25,549	23,310	24,189	23,272	21,271	18,346	18,064	17,652
State appropriations	32,389	32,408	31,820	30,892	30,868	30,128	28,632	28,179	28,240	28,229
Federal grants and contracts	65,187	52,337	46,098	49,026	48,888	53,551	57,871	58,796	58,715	56,839
State grants and contracts	6,061	6,621	5,989	7,953	8,126	8,278	7,343	6,591	7,191	6,495
Gifts from the Community College of Philadelphia Foundation	12	95	160	242	835	225	141	100	2,809	-
Nongovernmental grants and contracts	2,884	2,522	2,115	1,582	1,528	1,456	1,521	1,704	1,119	1,014
Net investment income	451	1,691	1,577	36	75	815	365	695	333	1,098
Other nonoperating revenue	509	578	410	399	378	2,579	1,087	324	379	540
Total nonoperating revenues	141,944	126,099	113,718	113,440	114,887	120,304	118,231	114,735	116,850	111,867
Capital appropriations	12,990	12,032	11,797	12,450	11,050	12,354	10,859	13,969	13,730	14,084
Total revenues	\$ 183,789	\$ 170,118	\$ 159,909	\$ 160,693	\$ 160,728	\$ 166,128	\$ 163,045	\$ 165,879	\$ 164,517	\$ 158,127

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF REVENUES BY SOURCE (UNAUDITED) - CONTINUED

Year ended June 30,

(Amounts expressed in percentages)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Revenues:										
Student tuition and fees (net of scholarship allowances)	15.47%	17.95%	20.48%	20.68%	20.53%	19.05%	19.61%	21.30%	19.45%	19.09%
Sales of auxiliary enterprises	0.22	0.83	1.00	0.95	1.08	1.05	1.10	1.01	1.08	1.16
Other operating revenues	0.01	0.02	0.03	0.03	0.04	0.05	0.12	0.10	0.10	0.11
Total operating revenues	15.70	18.80	21.51	21.66	21.65	20.15	20.83	22.41	20.63	20.36
City appropriations	18.74	17.54	15.98	14.51	15.04	14.01	13.05	11.06	10.98	11.16
State appropriations	17.62	19.05	19.90	19.22	19.21	18.14	17.56	16.99	17.17	17.85
Federal grants and contracts	35.47	30.77	28.83	30.51	30.42	32.23	35.49	35.45	35.69	35.95
State grants and contracts	3.30	3.89	3.75	4.95	5.06	4.98	4.50	3.97	4.37	4.11
Gifts from the Community College of Philadelphia Foundation	0.01	0.06	0.10	0.15	0.52	0.14	0.09	0.06	1.7	-
Nongovernmental grants and contracts	1.57	1.48	1.32	0.98	0.95	0.88	0.93	1.02	0.68	0.64
Net investment income	0.25	0.99	0.99	0.02	0.05	0.49	0.22	0.42	0.20	0.69
Other nonoperating revenue	0.28	0.34	0.25	0.25	0.24	1.55	0.67	0.20	0.23	0.33
Total nonoperating revenues	77.24	74.12	71.12	70.59	71.49	72.42	72.51	69.17	71.02	70.73
Capital appropriations	7.06	7.08	7.37	7.75	6.86	7.43	6.66	8.42	8.35	8.91
Total revenues	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF EXPENSES BY USE (UNAUDITED)

Year ended June 30,

(Amounts expressed in thousands)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Expenses:										
Salaries	\$ 74,041	\$ 77,819	\$ 77,462	\$ 76,986	\$ 78,629	\$ 77,931	\$ 77,161	\$ 75,438	\$ 76,015	\$ 76,796
Benefits	32,570	34,790	34,979	36,259	36,417	36,978	36,140	35,885	34,247	32,062
Contracted services	9,247	9,276	8,045	7,859	6,512	6,458	8,331	9,697	11,373	6,057
Supplies	5,564	4,467	3,060	3,549	3,376	3,857	3,073	3,232	3,636	2,760
Depreciation	7,464	7,783	7,939	8,133	8,204	8,861	9,698	10,490	10,423	9,764
Student aid	12,644	12,052	6,250	7,213	8,770	8,739	8,211	10,459	8,328	10,015
Other	10,231	11,376	13,375	12,092	12,959	13,167	12,815	12,314	11,468	11,895
GASB 75 (Other post-employment benefits) accrual	<u>(8,754)</u>	<u>(24,590)</u>	<u>(5,426)</u>	<u>12,309</u>	<u>11,703</u>	<u>11,686</u>	<u>8,016</u>	<u>8,641</u>	<u>8,530</u>	<u>7,611</u>
Total operating expenses	<u>143,007</u>	<u>132,973</u>	<u>145,684</u>	<u>164,400</u>	<u>166,570</u>	<u>167,677</u>	<u>163,445</u>	<u>166,156</u>	<u>164,020</u>	<u>156,960</u>
Interest on capital asset-related debt service	<u>3,882</u>	<u>3,604</u>	<u>3,602</u>	<u>3,413</u>	<u>3,263</u>	<u>3,315</u>	<u>4,225</u>	<u>4,258</u>	<u>4,689</u>	<u>3,927</u>
Total nonoperating expenses	<u>3,882</u>	<u>3,604</u>	<u>3,602</u>	<u>3,413</u>	<u>3,263</u>	<u>3,315</u>	<u>4,225</u>	<u>4,258</u>	<u>4,689</u>	<u>3,927</u>
Total expenses	<u>\$ 146,889</u>	<u>\$ 136,577</u>	<u>\$ 149,286</u>	<u>\$ 167,813</u>	<u>\$ 169,833</u>	<u>\$ 170,992</u>	<u>\$ 167,670</u>	<u>\$ 170,414</u>	<u>\$ 168,709</u>	<u>\$ 160,887</u>

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF EXPENSES BY USE (UNAUDITED) - CONTINUED

Year ended June 30,

(Amounts expressed in percentages)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Expenses:										
Salaries	50.41%	56.98%	51.89%	45.88%	46.30%	45.57%	46.02%	44.27%	45.06%	47.73%
Benefits	22.17	25.47	23.43	21.61	21.44	21.63	21.55	21.04	20.28	19.93
Contracted services	6.30	6.79	5.39	4.68	3.83	3.78	4.97	5.69	6.74	3.77
Supplies	3.79	3.27	2.05	2.11	1.99	2.26	1.83	1.90	2.16	1.72
Depreciation	5.08	5.70	5.32	4.85	4.83	5.18	5.78	6.16	6.18	6.07
Student aid	8.61	8.82	4.19	4.30	5.16	5.11	4.90	6.14	4.94	6.22
Other	6.97	8.33	8.96	7.21	7.63	7.70	7.64	7.23	6.80	7.39
GASB 75 (Other post-employment benefits) accrual	(5.96)	(18.00)	(3.63)	7.33	6.89	6.83	4.78	5.07	5.06	4.73
Total operating expenses	97.37	97.36	97.60	97.97	98.07	98.06	97.47	97.50	97.22	97.56
Interest on capital asset-related debt service	2.63	2.64	2.40	2.03	1.93	1.94	2.53	2.50	2.78	2.44
Total nonoperating expenses	2.63	2.64	2.40	2.03	1.93	1.94	2.53	2.50	2.78	2.44
Total expenses	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF EXPENSES BY FUNCTION (UNAUDITED)

Year ended June 30,

(Amounts expressed in thousands)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Expenses by function:										
Instruction	\$ 50,333	\$ 49,333	\$ 56,715	\$ 64,578	\$ 65,509	\$ 66,018	\$ 65,046	\$ 66,210	\$ 66,436	\$ 62,162
Public service	38	104	97	145	124	183	86	109	156	63
Academic support	14,763	13,749	16,405	19,182	18,880	18,824	18,372	17,492	17,247	17,723
Student services	18,891	16,673	20,529	24,212	24,405	25,142	23,494	22,811	21,913	21,075
Institutional support	28,428	19,176	22,640	25,111	24,854	24,429	24,371	25,229	26,216	23,281
Operation and maintenance of plant	10,105	13,445	14,424	15,093	15,013	14,913	13,336	12,586	12,742	12,244
Depreciation	7,464	7,783	7,939	8,133	8,204	8,861	9,698	10,490	10,423	9,764
Student aid	12,644	12,052	6,250	7,213	8,770	8,739	8,211	10,459	8,328	10,015
Auxiliary enterprises	342	658	685	733	811	567	831	770	559	633
Interest on capital debt	3,882	3,604	3,602	3,413	3,263	3,315	4,225	4,258	4,689	3,927
Total expenses by function	<u>\$ 146,890</u>	<u>\$ 136,577</u>	<u>\$ 149,286</u>	<u>\$ 167,813</u>	<u>\$ 169,833</u>	<u>\$ 170,991</u>	<u>\$ 167,670</u>	<u>\$ 170,414</u>	<u>\$ 168,709</u>	<u>\$ 160,887</u>

(Amounts expressed in percentages)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Expenses by function:										
Instruction	34.27%	36.12%	37.99%	38.48%	38.57%	38.61%	38.79%	38.85%	39.38%	38.64%
Public service	0.03	0.08	0.06	0.09	0.07	0.11	0.05	0.06	0.09	0.04
Academic support	10.05	10.07	10.99	11.43	11.12	11.01	10.96	10.26	10.22	11.02
Student services	12.86	12.21	13.75	14.43	14.37	14.70	14.01	13.39	12.99	13.10
Institutional support	19.35	14.04	15.17	14.96	14.63	14.29	14.54	14.80	15.54	14.47
Operation and maintenance of plant	6.88	9.84	9.66	8.99	8.84	8.72	7.95	7.39	7.55	7.61
Depreciation	5.08	5.70	5.32	4.85	4.83	5.18	5.78	6.16	6.18	6.07
Student aid	8.61	8.82	4.19	4.30	5.16	5.11	4.90	6.14	4.94	6.22
Auxiliary enterprises	0.23	0.48	0.46	0.44	0.48	0.33	0.50	0.45	0.33	0.39
Interest on capital debt	2.64	2.64	2.41	2.03	1.92	1.94	2.52	2.50	2.78	2.44
Total expenses by function	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF NET POSITION AND CHANGES IN NET POSITION (UNAUDITED)

Year ended June 30,

(Amounts expressed in thousands)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Total revenues (from schedule of revenues by source less capital appropriations)	\$ 170,798	\$ 158,085	\$ 148,112	\$ 148,423	\$ 149,678	\$ 153,776	\$ 152,186	\$ 151,910	\$ 150,786	\$ 144,042
Total operating expenses (from schedule of expenses by use)	<u>146,889</u>	<u>136,578</u>	<u>149,286</u>	<u>167,813</u>	<u>169,833</u>	<u>170,992</u>	<u>167,670</u>	<u>170,414</u>	<u>168,709</u>	<u>160,887</u>
Total changes in net position	23,909	21,507	(1,174)	(19,390)	(20,155)	(17,216)	(15,484)	(18,504)	(17,923)	(16,845)
Net position, beginning	<u>(65,267)</u>	<u>(98,807)</u>	<u>(109,429)</u>	<u>51,951</u>	<u>61,057</u>	<u>65,919</u>	<u>72,538</u>	<u>77,072</u>	<u>81,265</u>	<u>85,903</u>
Net position, ending	<u>\$ (41,358)</u>	<u>\$ (77,300)</u>	<u>\$ (110,603)</u>	<u>\$ 32,561</u>	<u>\$ 40,902</u>	<u>\$ 48,703</u>	<u>\$ 57,054</u>	<u>\$ 58,568</u>	<u>\$ 63,342</u>	<u>\$ 69,058</u>
Net investment in capital assets	\$ 116,734	\$ 104,726	\$ 103,869	\$ 102,005	\$ 99,772	\$ 98,776	\$ 96,979	\$ 93,771	\$ 89,660	\$ 86,331
Restricted - expendable	5,727	5,439	5,284	5,101	4,939	4,912	4,742	4,742	2,740	1,364
Unrestricted	<u>(150,829)</u>	<u>(175,432)</u>	<u>(207,960)</u>	<u>(216,535)</u>	<u>(52,760)</u>	<u>(42,631)</u>	<u>(35,802)</u>	<u>(25,975)</u>	<u>(15,328)</u>	<u>(4,553)</u>
Total net position	<u>\$ (28,368)</u>	<u>\$ (65,267)</u>	<u>\$ (98,807)</u>	<u>\$ (109,429)</u>	<u>\$ 51,951</u>	<u>\$ 61,057</u>	<u>\$ 65,919</u>	<u>\$ 72,538</u>	<u>\$ 77,072</u>	<u>\$ 83,142</u>

Source: Audited financial statements.

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - FISCAL YEAR ENROLLMENT AND DEGREE STATISTICS (UNAUDITED)

Year ended June 30,

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Enrollments and student demographics:										
Credit FTE	10,608	12,331	12,740	13,596	13,659	14,481	14,851	15,051	15,116	15,769
Unduplicated Credit Headcount	19,266	22,160	23,139	24,443	25,571	26,837	27,942	28,096	28,264	29,094
Percentage - Men	31.2%	34.7%	36.3%	36.3%	37.1%	37.8%	37.7%	37.7%	36.9%	35.5%
Percentage - Women	68.4	65.3	63.7	63.7	62.9	62.2	62.3	62.3	63.1	64.5
Percentage - Black	41.7	41.9	43.1	48.1	48.8	49.4	50.7	50.2	49.7	49.9
Percentage - White	24.4	22.9	23.2	23.5	24.0	23.8	23.9	24.3	25.1	24.6
Percentage - Asian	10.4	11.8	11.4	9.8	9.4	8.9	8.4	8.2	7.7	7.3
Percentage - Hispanic	15.7	15.9	14.9	14.0	13.0	12.8	11.8	11.4	10.6	4.9
Percentage - American Indian/other	4.0	3.9	4.0	0.3	0.3	0.3	0.4	0.4	0.4	0.5
Percentage - Unknown	3.8	3.6	3.4	4.3	4.5	4.8	4.8	5.6	6.5	12.9
Degrees awarded:										
Associate	1,954	1,761	1,770	1,731	1,794	1,880	1,916	1,857	1,712	1,828
Certificate	178	225	331	495	471	475	446	338	167	180

Source: Department of Institutional Research.

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - FACULTY AND STAFF STATISTICS (UNAUDITED)

For Fall Term in Year

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Faculty:										
Part-time	297	452	567	543	548	676	635	643	734	757
Full-time	310	336	438	443	467	400	395	407	412	418
Percentage tenured	77.7%	77.7%	67.1%	65.2%	61.8%	74.0%	81.7%	79.9%	80.6%	83.0%
Administrative and support staff:										
Part-time	55	82	76	40	38	18	11	12	20	22
Full-time	503	506	474	470	466	445	453	441	447	472
Total employees:										
Part-time	352	534	643	583	586	694	646	655	754	779
Full-time	813	842	912	913	933	845	848	848	859	890
Students per full-time staff:										
Number credit students	13,672	15,996	16,672	17,296	18,126	18,099	19,119	19,066	18,692	19,751
Faculty	44	48	38	39	39	45	47	47	46	47
Administrative and support staff	27	32	35	37	39	41	42	43	42	42
Average annual faculty salary	\$ 66,597	\$ 65,300	\$ 75,020	\$ 67,883	\$ 69,196	\$ 63,789	\$ 65,212	\$ 64,059	\$ 66,137	\$ 66,236

Source: Institutional Human Resource Records.

GROSS SQUARE FEET OF COLLEGE BUILDINGS (UNAUDITED)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Main Campus - Buildings	911,051	911,051	911,051	911,051	911,051	911,051	911,051	900,613	900,613	852,445
Main Campus - 17 Street Garage	230,360	230,360	230,360	230,360	230,360	230,360	230,360	230,360	230,660	230,660
Main Campus Recreation Deck	62,600	62,600	62,600	62,600	62,600	62,600	62,600	62,600	62,600	62,600
Main Campus - CBI Garage	74,902	74,902	74,902	74,902	74,902	74,902	74,902	74,902	74,902	74,902
Main Campus - 434 North 15th Street	88,500	88,500	88,500	88,500	88,500	88,500	88,500	88,500	88,500	-
Northeast Regional Center	109,075	109,075	109,075	109,075	109,075	109,075	109,075	109,075	109,075	109,075
West Regional Center	39,394	39,394	39,394	39,394	39,394	39,394	39,394	39,394	32,090	32,090
Northwest Regional Center	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Total gross square feet	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,595,444</u>	<u>1,588,440</u>	<u>1,451,772</u>

Source: Institutional Physical Plant Records.

See accompanying report of independent certified public accountants.

**Community College of Philadelphia
(A Component Unit of the City of Philadelphia)**

DEMOGRAPHIC STATISTICS (UNAUDITED)

City of Philadelphia Last Ten Calendar Years

	<u>Population as of June 30</u>	<u>Average Annual Unemployment Rate</u>
Year:		
2011 – 12	1,536,471	10.8
2012 – 13	1,547,607	10.5
2013 – 14	1,553,165	7.8
2014 – 15	1,560,297	7.4
2015 – 16	1,567,442	6.9
2016 – 17	1,567,872	5.9
2017 – 18	1,580,863	5.7
2018 – 19	1,584,138	5.1
2019 – 20	1,584,064	7.8
2010 – 21	1,587,232	9.4

Sources: United States Census Bureau and Bureau of Labor Statistics

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

COMPONENT UNIT SCHEDULE OF NET POSITION (UNAUDITED)

Year ended June 30, 2021

(In thousands)

	<u>The Community College of Philadelphia Foundation</u>	<u>CCP Development, LLC</u>
Cash on deposit and on hand	\$ 23,098	\$ 557
Investments	72,621	-
Accounts receivable	24,497	-
Allowance for doubtful accounts	(1,344)	-
Due from other governments	16,544	-
Restricted assets	3,068	22,395
Other assets	2,004	-
Property, plant and equipment	162,282	11,273
Total assets	\$ 302,770	\$ 34,225
Deferred outflows of resources:		
Deferred outflows	29,243	-
Liabilities:		
Vouchers and accounts payable	\$ 17,332	\$ 3,257
Salaries and wages payable	4,831	-
Accrued expenses	1,778	-
Funds held in escrow	280	-
Due to other governments	423	-
Deferred revenue	6,284	-
Current portion of long-term obligations	7,979	-
Noncurrent portion of long-term obligations	69,551	-
Notes payable	-	25,945
Other post-employment benefits (GASB 75)	180,486	-
Total liabilities	\$ 288,944	\$ 29,202
Deferred inflows of resources:		
Deferred inflows	53,725	-
Net position:		
Net investment in capital assets	\$ 116,734	\$ -
Restricted for:		
Capital projects	5,929	5,023
Tuition stabilization and scholarships	15,575	-
Unrestricted (deficit)	(148,894)	-
Total net position	\$ (10,656)	\$ 5,023

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

COMPONENT UNIT SCHEDULE OF ACTIVITIES (UNAUDITED)

Year ended June 30, 2021

(In thousands)

		Program Revenues			Net Expense and Changes in Net Position
		Charge for Services	Operating Grants and Contributions	Capital Grants and Contributions	Education Activities
	Expenses				
Community college services	\$ 149,741	\$ 28,831	\$ 75,524	\$ -	\$ 45,386
				General revenues:	
				Grants and contributions*	79,829
				Interest and investment earnings	3,618
				Miscellaneous	2,481
				Total general revenues	85,928
				Change in net assets	40,542
				Net position - beginning	(51,198)
				Net position - ending	\$ (10,656)

* Includes Commonwealth appropriations of \$38,200,708 and City of Philadelphia appropriations of \$41,628,751.

See accompanying report of independent certified public accountants.

**Community College of Philadelphia
(A Component Unit of the City of Philadelphia)**

COMPONENT UNIT CAPITAL ASSET FORMAT (UNAUDITED)

Year ended June 30, 2021

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 31,094,976	\$ -	\$ -	\$ 31,094,976
Works of art	902,620	-	-	902,620
Construction in process	7,194,834	21,393,768	(874,935)	27,713,667
Total capital assets not being depreciated	39,192,430	21,393,768	(874,935)	59,711,263
Capital assets being depreciated:				
Buildings	243,182,148	1,420,441	-	244,602,589
Other improvements	18,382,659	116,814	-	18,499,473
Equipment	42,613,136	372,779	(46,013)	42,939,902
Furniture	1,352,851	14,999	-	1,367,850
Leasehold improvements	199,232	-	-	199,232
Total capital assets being depreciated	305,730,026	1,925,033	(46,013)	307,609,046
Less accumulated depreciation for:				
Buildings	129,981,146	5,599,064	-	135,580,210
Other improvements	17,561,933	163,289	-	17,725,222
Equipment	37,481,798	1,656,173	(41,778)	39,096,193
Furniture	1,134,226	42,939	-	1,177,165
Leasehold improvements	183,695	2,306	-	186,001
Total accumulated depreciation	186,342,798	7,463,771	(41,778)	193,764,791
Total capital assets being depreciated, net	119,387,228	(5,538,738)	(4,235)	113,844,255
Business-type activities capital assets, net	<u>\$158,579,658</u>	<u>\$ 15,855,030</u>	<u>\$ (879,170)</u>	<u>\$173,555,518</u>

See accompanying report of independent certified public accountants.

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS
ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

Board of Trustees
Community College of Philadelphia
(A Component Unity of the City of Philadelphia)

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and discretely presented component units of Community College of Philadelphia (the "College") as of and for the years ended June 30, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and our report thereon dated September 28, 2021 expressed unmodified opinions on these financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the College's basic financial statements. We have not performed any procedures with respect to the audited financial statements subsequent to September 28, 2021.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Philadelphia, Pennsylvania

Date

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended June 30, 2021

Federal Grantor/Pass-Through Grantor Program or Cluster Title	Assistance Listing Number	Provided to Subrecipients	Pass-Through Grantor Number	Expenditures
U.S. Department of Education				
Student Financial Assistance Cluster				
Federal Supplemental Educational Opportunity Grants (FSEOG)	84.007	\$ -	-	\$ 902,608
Federal Work-Study Program (FWS)	84.033	-	-	201,968
Federal Pell Grant Program (PELL)	84.063	-	-	30,398,405
Federal Direct Student Loans (Direct Loan)	84.268	-	-	<u>15,184,845</u>
Total Student Financial Assistance Cluster				46,687,826
TRIO Cluster				
TRIO Student Support Services	84.042A	-	-	294,666
TRIO Upward Bound	84.047A	-	-	<u>348,211</u>
Total TRIO Cluster				642,877
Strengthening Minority-Serving Institutions	84.382A	-	-	463,758
Child Care Access Means Parents in School	84.335A	-	-	229,245
Strengthening Institutions Program	84.031A	-	-	57,000
COVID-19 Higher Education Emergency Relief Fund (HEERF) Student Aid Portion	84.425E	-	-	6,720,375
COVID-19 HEERF - Institutional Portion	84.425F	-	-	23,262,560
COVID-19 HEERF - Minority Serving Institutions (MSI's)	84.425L	-	-	2,375,972
Passed-through Pennsylvania Department of Education Governor's Emergency Education Relief Fund	84.425C	-	4100087524	<u>1,282,155</u>
Total Education Stabilization Fund				33,641,062
Passed-through Pennsylvania Department of Education Career and Technical Education – Basic Grants to States	84.048A	-	FA-381-21-0011	<u>2,396,645</u>
Total U.S. Department of Education				84,118,413
U.S. Department of Health and Human Services				
Passed-through the Commonwealth of Pennsylvania, Department of Human Services Temporary Assistance for Needy Families (TANF)	93.558	-	4100081210	141,107
Passed-through the Philadelphia Hospital and Health Care District 1199C National Workforce Diversity Pipeline Program	93.137	-	CPIMP151091-01-00	<u>1,276</u>
Total U.S. Department of Health and Human Services				142,383
U.S. Department of Labor				
H1-B Job Training Grants	17.268	-	-	<u>7,261</u>
Total U.S. Department of Labor				7,261
Research and Development Cluster				
National Science Foundation				
Passed-through The Trustees of the University of Pennsylvania NNCI: Mid-Atlantic Nanotechnology Hub (MANTH)	47.041	ECCS-1542153	ECCS-2025608	35,405
Passed-through Drexel University Education and Human Resources	47.076	HRD-1408052	HRD-2008197	24,321
Passed-through Saint Joseph's University Education and Human Resources (Noyce Scholars Program)	47.076	1758353	1758353	<u>10,601</u>
Total Research and Development Cluster				70,327
U.S. Department of Agriculture				
Passed-through DHS - Bureau of Program Support State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	4100081210	4100081210	<u>220,192</u>
Total expenditures of federal awards				<u>\$ 84,558,576</u>

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2021

NOTE A - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") summarizes the expenditures of the College under programs of the federal government for the year ended June 30, 2021. The Schedule of Expenditures of Federal awards presents only a selected portion of the operations of the College; it is not intended to, and does not, present the financial position, changes in net position, and cash flows of the College.

For the purposes of the Schedule of Expenditures of Federal Awards, federal awards include all grants, contracts and similar agreements entered into directly between the College and agencies and departments of the federal government and all sub-awards to the College by non-federal organizations pursuant to federal grants, contracts and similar agreements. Federal awards are included in contracts and other exchange transactions on the accompanying statement of net position.

NOTE B - BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting. The information in the schedule is presented in accordance with *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in the schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE C - FEDERAL STUDENT LOAN PROGRAM

Federally guaranteed loans issued to students of the College during the year ended June 30, 2021 totaled \$15,184,845. This amount has been included in the Schedule. The College is responsible only for the performance of certain administrative duties with respect to federally guaranteed student loan programs, and accordingly, these loans are not included in its financial statements.

NOTE D - ADMINISTRATIVE COSTS

The College's expenditures include administrative expenses of \$44,200 for Federal Pell Grants, \$10,098 in Federal Work Study, and \$45,130 for Federal Supplemental Educational Opportunity Grants.

NOTE E - INDIRECT COST RATE

Indirect costs allocated to federal awards were based on predetermined rates negotiated with the College's cognizant federal agency. The College has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT
AUDITING STANDARDS**

Board of Trustees
Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the discretely presented component units, of Community College of Philadelphia (the "College") as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated September 28, 2021.

Internal control over financial reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in the College's internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and other matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Intended purpose

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Philadelphia, Pennsylvania
September 28, 2021

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS
ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE
UNIFORM GUIDANCE**

Board of Trustees
Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

Report on compliance for each major federal program

We have audited the compliance of Community College of Philadelphia (the "College") with the types of compliance requirements described in the U.S. Office of Management and Budget's *OMB Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021. The College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to the College's federal programs.

Auditor's responsibility

Our responsibility is to express an opinion on compliance for each of the College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the College's compliance.

Opinion on each major federal program

In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on internal control over compliance

Management of the College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the College's internal control over compliance with the types of compliance requirements that could have a direct and material effect on each major federal program to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in the College's internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this Report on Internal Control Over Compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Philadelphia, Pennsylvania

Date

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2021

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported
- Noncompliance material to financial statements noted? ☐ yes ☒ no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☐ yes ☒ no

Identification of major programs:

Assistance Listing Numbers

Name of Federal Program or Cluster

84.007	Student Financial Assistance Cluster:
84.033	Federal Supplemental Educational Opportunity Grants (FSEOG)
84.063	Federal Work-Study Program (FWS)
84.268	Federal Pell Grant Program (PELL)
	Federal Direct Student Loans (Direct Loan)
84.425	Education Stabilization Fund

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? ☒ yes ☐ no

Section II - Financial Statement Findings

None.

Section III - Federal Award Findings and Questioned Costs

None.

**Community College of Philadelphia
(A Component Unit of the City of Philadelphia)**

DRAFT

SUMMARY OF PRIOR YEAR AUDIT FINDINGS

June 30, 2021

No matters to report.

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Trustees
Community College of Philadelphia
(A Component Unit of the City of Philadelphia) and
Pennsylvania Department of Human Services

We have performed the procedures enumerated below, which were agreed to by management and the Board of Trustees of Community College of Philadelphia (the "College") and the Pennsylvania Department of Human Services ("DHS"), related to the College's compliance with the requirements listed in Audit Clause A of the Pennsylvania KEYS agreement between the College and DHS (the "specified requirements") during the period July 1, 2020 to June 30, 2021 (the "Subject Matter"). The College's management is responsible for its compliance with those requirements. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our findings are as follows.

1. Verified by comparison the amounts and classifications that the Supplemental Schedule of Revenues and Expenditures which summarizes amounts reported to DHS for the year ended June 30, 2021, have been accurately compiled and reflect the audited books and records of the College.

No exceptions noted.

2. Verified by comparison to the example schedules included in the specified requirements that these schedules are presented, at a minimum, at the level of detail that directly mirrors the budget page (Rider 3) of the subject matter. The Supplemental Schedule of Revenues and Expenditures should mirror the line items on the budget pages of the contract and include a budget and an actual expenditure column pertaining to the period.

No exceptions noted.

3. Inquired of management regarding adjustments to reported revenues or expenditures, which were not reflected on the reports submitted to DHS for the period in question.

No such adjustments noted.

4. Disclose any adjustments and/or findings and identify which have not been reflected in the corresponding schedules.

No such adjustments or findings noted.

5. The supplemental schedule to be included in the College's single audit reporting package for the year ended June 30, 2021, is a reconciliation of the expenditures listed on the Schedule of Expenditures of Federal Awards ("SEFA") to the Federal award income received from DHS ("reconciliation schedule") as required by DHS and noted in the revenue audit confirmation received from the Commonwealth of Pennsylvania. The procedures performed on the reconciliation schedule were as follows:
 - a. Agreed the expenditure amounts listed on the reconciliation schedule under the "Federal Expenditures per the SEFA" column to the audited SEFA.
 - b. Agreed the receipt amounts listed on the reconciliation schedule under the "Federal Awards Received per the audit confirmation reply from Pennsylvania" column to the sub-recipient Federal amounts that are reflected in the audit confirmation reply from the Commonwealth of Pennsylvania.
 - c. Recalculated the amounts listed under the "Difference" column.
 - d. Agreed the amounts listed under the "Difference" column to the audited books and records of the College.
 - e. Agreed the "Detailed Explanation of the Differences" to the audited books and records of the College.
 - f. Based on the procedures detailed above, disclosed any adjustments and/or findings which have not been reflected on the corresponding schedules.

No exceptions noted.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this agreed-upon procedures report is solely to report our findings based on the specific procedures performed on the Subject Matter for the purpose of assisting management and the Board of Trustees of the College and DHS in evaluating compliance with the specified requirements. Accordingly, this report is not suitable for any other purpose.

Philadelphia, Pennsylvania

DATE

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF FEDERAL AWARDS PASSED THROUGH THE PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES

Year ended June 30, 2021

<u>Federal Grantor Program</u>	<u>Assistance Listing Number</u>	<u>Federal Expenditures per the SEFA</u>	<u>Federal Awards Received per the Audit Confirmation Reply from Pennsylvania Department of Human Services</u>	<u>Difference</u>	<u>Detailed Explanation of the Differences</u>
Temporary Assistance for Needy Families (TANF) Program	93.558	\$ 141,107	\$ 141,107	\$ -	N/A
Supplemental Nutrition and Assistance Program (SNAP)	10.561	\$ 220,192	\$ 220,192	\$ -	N/A

07/01/2020-06/30/2021		Supplemental Schedule of Revenues and Expenditures KEYS 20-21		07/01/2020-06/30/2021	
AGENCY: Community College of Philadelphia AGENCY ADDRESS: 1700 Spring Garden Street, Philadelphia, PA 1 PHONE#: 215-751-8133 Contract Number 4100081210 SAP VENDOR #: '000139658					
EXPENDITURES					
	BUDGETED AMOUNT	CUMULATIVE YTD ACTUAL EXPENSES	BALANCE OF BUDGETED AMOUNT		
ADMINISTRATION COSTS (Not to exceed 10% of total grant award)					
A. PERSONNEL					
Staff Salaries	-	-	-		
Staff Fringe Benefits	-	-	-		
Total Salaries/Fringe Benefits	-	-	-		
B. EQUIPMENT AND SUPPLIES					
	1,200	19	1,181		
C. OPERATING EXPENSES					
	15,501	2,000	13,501		
TOTAL ADMINISTRATION COSTS					
	16,701	2,019	14,682		
PROGRAM COSTS (Direct Training)					
A. PERSONNEL					
Staff Salaries	447,823	369,181	78,641		
Staff Fringe Benefits	125,456	110,754	14,701		
Total Personnel	573,279	479,935	93,342		
B. EQUIPMENT AND SUPPLIES					
	37,890	5,856	32,304		
C. OPERATING EXPENSES					
	40,407		40,407		
D. OTHER PROGRAM EXPENSES					
	128,214		128,214		
TOTAL SUBCONTRACTED EXPENSES					
	-	-	-		
TOTAL PROGRAM COSTS					
	779,790	485,791	294,267		
TOTAL CONTRACT AMOUNT					
	796,491	487,810	308,949		
DETAILED PAGE - ADMINISTRATION EXPENSES					

Category	BUDGETED AMOUNT	CUMULATIVE YTD ACTUAL EXPENSES	BALANCE OF BUDGETED AMOUNT
PERSONNEL (Please include the % of time spent on grant)			
	-	-	-
TOTAL ADMINISTRATIVE SALARIES	-	-	-
FRINGE BENEFITS			
FICA AND MEDICARE	-	-	-
HEALTH INSURANCE	-	-	-
LIFE & DISABILITY INSURANCE	-	-	-
UNEMPLOYMENT COMPENSATION	-	-	-
WORKERS COMP	-	-	-
PENSION	-	-	-
	-	-	-
TOTAL FRINGE BENEFITS CHARGED TO ADMINISTRATIVE SALARIES	-	-	-
TOTAL ADMINISTRATIVE SALARIES & FRINGE BENEFITS	-	-	-
EQUIPMENT AND SUPPLIES			
CONSUMABLE SUPPLIES	-	-	-
EQUIPMENT RENTAL	1,200	19	1,181
EQUIPMENT PURCHASES	-	-	-
TOTAL EQUIPMENT AND SUPPLIES	1,200	19	1,181
OPERATING EXPENSES			
Advertising	-	-	-
Audit	2,000	2,000	-
Consultant Services	9,768	-	9,768
Dues and Subscriptions	3,733	-	3,733
Insurance	-	-	-
Postage	-	-	-
Printing	-	-	-
Telephone	-	-	-
Maintenance	-	-	-
Rent	-	-	-
Utilities	-	-	-
Travel	-	-	-
	-	-	-
TOTAL OPERATING EXPENSES	15,501	2,000	13,501
TOTAL ADMINISTRATION EXPENSES	16,701	2,019	14,682
DETAILED PAGE - PROGRAM ACTIVITIES / SUBCONTRACTORS			

Category	BUDGETED AMOUNT	CUMULATIVE YTD ACTUAL EXPENSES	BALANCE OF BUDGETED AMOUNT
PERSONNEL (Please include % of time spent on grant)			
Project Director 100% H Pizarro	61,076	61,010	66
Job Developer 100% G Jones-Woods	45,904	45,855	49
Student Facilitator 100% T Mcknight	44,748	43,704	1,044
Student Facilitator 100% G. Howe	44,748	44,242	506
Student Facilitator 100% M Garbutt	44,748	11,246	33,502
Student Facilitator 100% K Jones	44,748	43,435	1,313
Student Facilitator 100% B Pierce	44,748	44,242	506
Student Facilitator 100% -S. Lawson	43,500	36,881	6,619
Administrative Associate 100% G Cardwell	38,603	38,567	36
Academic Coordinator/Student Facilitator	15,000	-	15,000
Academic Coordinator/Student Facilitator	15,000	-	15,000
Student Worker(s) PT	5,000	-	5,000
	-	-	-
TOTAL PROGRAM SALARIES	447,823	369,182	78,641
FRINGE BENEFITS			
FICA & Medicare	17,151	14,140	3,011
Health Insurance	63,038	54,160	8,878
Life & Disability Insurance	-	-	-
Unemployment Compensation	1,771	1,561	210
Worker's Comp.	2,214	1,762	452
Pension	41,282	39,132	2,150
	-	-	-
TOTAL FRINGE BENEFITS CHARGED TO PROGRAM SALARIES	125,456	110,755	14,701
TOTAL PROGRAM SALARIES & FRINGE BENEFITS	573,279	479,937	93,342
EQUIPMENT AND SUPPLIES			
Consumable Supplies	31,179	5,586	25,593
Equipment Rental	-	-	-
Equipment Purchases	1,200	-	1,200
Educational Software (Rosetta, Math Made Easy)	5,511	-	5,511
TOTAL EQUIPMENT AND SUPPLIES	37,890	5,586	32,304
OPERATING EXPENSES			
Dues and Subscriptions	-	-	-
Insurance	-	-	-
Postage	2,500	-	2,500
Printing	7,500	-	7,500
Telephone	-	-	-
Maintenance	22,406	-	22,406
Rent	-	-	-
Utilities	-	-	-
Travel	8,001	-	8,001
	-	-	-
TOTAL OPERATING EXPENSES	40,407	-	40,407
Other Program Expenses			
Allowable(stds) Incentives	57,260	-	57,260
Participant reimbursement	2,149	-	2,149
Career Fairs/Conferences	-	-	-
Educational Enrichment/Staff Prof. Development	48,003	-	48,003
Hospitality	3,575	-	3,575
Graduation	2,775	-	2,775
Pre-enrollment services/College Prep	10,873	-	10,873
VWE/PWE-Tutors	3,579	-	3,579
TOTAL OTHER PROGRAM EXPENSES	128,214	-	128,214
Subcontractors			
	-	-	-
TOTAL SUBCONTRACTOR EXPENSES	-	-	-
GRAND TOTAL PROGRAM EXPENSES	779,790	485,523	294,267
TOTAL CONTRACT AMOUNT	796,491	487,542	308,949

Revenue		487,542	
Excess of Revenue over Expenses		-	

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, March 3, 2022 –3: 00 p.m.

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

(1) Meeting Called to Order

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

(2) Public Comment

There were no requests for Public Comment.

(3) Report of the President

Dr. Generals welcomed members of the Board.

(3a) National/Local Meetings

Dr. Generals reported that he, Pat Clancy, Sheila Ireland, Roz McPherson, Chekemma Fulmore-Townsend, Danielle Liautaud-Watkins, and Mikecia Witherspoon attended the Association of Community College Trustees National Legislative Summit in Washington, DC, February 6-9, 2022. He stated that the group had an opportunity to meet with Senator Casey's Education Legal Assistant, Wesley Whistle; Congresswoman Mary Gay Scanlon; and Congressman Dwight Evans. Dr. Generals stated that the meetings were very productive. He stated that he also attended the Higher Education Roundtable hosted by Senator Bob Casey. Dr. Generals stated that there were some conversations about the Build Back Better legislation, and that some pieces of the legislation may resurface.

Dr. Generals reported that he, Roz McPherson, and several staff members attended the Mayoral Luncheon hosted by the Chamber of Commerce for Greater Philadelphia on February 25, 2022. Dr. Generals stated that the Mayor was very supportive of higher education.

(3b) Business Meetings

Dr. Generals reported that he hosted a luncheon with Michael Forman, Chairman and CEO, his wife, Jennifer Rice, and Melanie Hemmert, Director of Corporate Communications, FS

Investments, on February 24, 2022. Mellissia Zanjani and Ellyn Jo Waller also participated. The group also toured the Library and Learning Commons.

Dr. Generals reported that he and several staff members visited Thaddeus Stevens College of Technology on March 1, 2022 and met with Pedro Rivera, President, and members of his staff to discuss a possible partnership. Dr. Generals stated that the group toured the College's state-of-the-art advanced technology facility. Dr. Generals stated that there was a discussion regarding a number of ways that Community College of Philadelphia can partner with Thaddeus Stevens. A follow-up meeting will be scheduled later in the spring.

(3c) Events/Announcements

Dr. Generals reported that he had delivered remarks and introduced Mayor Jim Kenney at the Inaugural Catto Legacy Awards event on February 22, 2022. The event marked Catto's birthday by celebrating the accomplishments of the nearly 500 students who are recipients of the scholarship named in his honor.

Dr. Generals reported that he had delivered opening remarks at the Law and Society opening session on February 28, 2022. This year's theme is *Reform, Reframe, and Reclaim*.

Dr. Generals congratulated the College's men's basketball team for winning the Region 19/North Atlantic District Championship on Saturday, February 26, 2022 after defeating nationally ranked Brookdale Community College 78-58. Dr. Generals stated that sophomore guard Amir Woods was named the game's MVP and CCP men's coach Joe Rome was named the North Atlantic District Coach of the Year. Dr. Generals stated that the men's team will participate in the NJCAA DIII Men's Basketball Championship in Rockford, Illinois, March 9-12, 2022. The team is ranked 11 seed in the bracket.

Dr. Generals reported that the women's basketball team did well. The team finished 2nd in the conference and 6th in the region with an overall record of 8-16 and 5-5 in region play. The team earned a postseason bid and were defeated in the quarterfinals of the Division III Region Tournament by the Brookdale Community College Jersey Blues on February 19, 2022. Dr. Generals reported that freshman Azori Edwards was recognized as the Eastern Pennsylvania Athletic Conference (EPAC) Player of the Week four times during the season. She was also named the EPAC Player of the Year.

Dr. Generals commended both teams for their hard work and success in spite of the many challenges both teams faced during the past year.

Dr. Generals informed the Board that the College has nominated two students for scholarships through Phi Theta Kappa's All-USA Academic Team Program. Nominees automatically become members of the All-PA Academic Team and receive full tuition

scholarships (based on full-time enrollment) for two years at any of the 14 colleges and universities that make up the Pennsylvania State System of Higher Education (PASSHE). The candidates that the College has nominated for these transfer scholarships are Tyree Roney-Brown and Aye Kalle.

Dr. Generals reported that the College is hosting the Association of Community College Trustees Governance Leadership Institute: *Strengthening the Leadership Team of the Board*, March 23-25, 2022. The Institute is specifically for chairs, vice chairs, and CEO's of community colleges. Jeremiah White is participating on a panel. Thus far, 55 attendees are expected. The meeting will be held in-person in the Pavilion Klein Cube.

Dr. Generals reported that the Philadelphia Housing Authority Ribbon Cutting is scheduled for Wednesday, April 13, 2022, at 11:00 a.m. at 535 N. 11th Street. Dr. Generals stated that the first unit is already filled with Community College of Philadelphia students. The College is recruiting for the second unit.

Dr. Generals reported that he and Dr. Hite, Superintendent of the School District of Philadelphia, are scheduled to make a presentation at the 15th Annual Black, Brown, and College Bound Summit on Friday, March 4, 2022 in Tampa, Florida. Dr. Generals stated that the presentation will focus on the impact of COVID-19 on Black males, and the many initiatives that the College and the School District implemented to help Black males succeed.

Dr. Generals reported that Commencement is scheduled for Saturday, May 7, 2022, at 10:00 a.m. at Temple Liacouras Center.

(3d) Presentation on the Additional Pillar for the Strategic Plan on Diversity, Equity, and Inclusion

Dr. Generals stated that the College has added a 6th Pillar to the Strategic Plan. He stated that a number of modifications have been made to the Pillar based on feedback from different areas of the College including but not limited to the President's Diversity, Equity, and Inclusion Council. Dr. Generals stated that we are presently updating the Diversity, Equity, and Inclusion Plan, and that anti-racist training will take place across the College. Dr. Generals stated that the report prepared by Gold Enterprises, LLC was sent to the Board of Trustees, as well as the video of the presentation that Dr. Gold made at the Professional Development Week opening session on January 10, 2022.

At the request of Dr. Generals, Leila Lawrence, Director, Office of Diversity and Equity, and Title IX Coordinator, reported that Dr. Gold and her team are still in the process of creating the Anti-Racist training curriculum. Additionally, members of the College's Anti-Racist

consultant selection team were going to begin editing and finalizing the curriculum beginning March 18, 2022.

Ms. Lawrence stated that a draft of the 6th Pillar was reviewed during Professional Development Week. Subsequently, Pillar 6 was posted on the College's website for feedback from the College community. Ms. Lawrence stated that feedback was received from a few students and the president of the Student Government Association (SGA) on behalf of SGA Officers.

Ms. Lawrence reviewed Pillar 6 and discussed the feedback from the students and the SGA president which focused on equity, intersectionality, the use of the term "safe space," and the use of diverse course materials by faculty. Regarding equity, students noted that all students start at different levels at the College, and therefore equity was an unattainable goal. Ms. Lawrence indicated that the College understands that everyone does not start from the same place. She stated that the students thought that the College did not take this issue into account. Ms. Lawrence assured the Board that the College did take into account where students start and included language factoring that into the Pillar.

Regarding the term "safe space," Ms. Lawrence stated that the students and the SGA officers felt that a "safe space" is where one should speak their truth without any objection to their truth. Ms. Lawrence said that the team left "safe space" in the document for further discussion with the Board.

Ms. McPherson stated that she also has a problem with the term "safe space." She stated that while it is an aspirational goal, many suffer repercussions from leadership and peers, and it's setting up for failure. Regarding anti-racist training, Ms. McPherson asked about gender identity. Ms. Lawrence stated that Dr. Gold, in her report and presentation, acknowledged all identities.

Ms. Lawrence stated that the students and SGA officers also provided feedback on the use of diverse, accessible, and inclusive course materials by faculty. The students suggested that students should bring in the course materials and give them to the faculty to use in the classroom. Ms. Lawrence stated that there will be a student representative on the President's Diversity Council, and that the student will be involved in helping to move faculty to incorporate diverse materials.

Ms. Zellers noted that the Faculty & Staff Federation has been very supportive of the College's Diversity, Equity, and Inclusion work, and have supported the anti-racist training. In general, course materials are selected by faculty and/or their departments.

After discussion, it was agreed that members of the Board will provide feedback on Pillar 6 to Ms. Lawrence. Feedback on the Pillar will be provided to the Board of Trustees at the April 7, 2022 Board meeting. The Board will vote on Pillar 6 at the April 7 Board meeting.

(3e) Update on Return to Campus

At the request of Dr. Generals, Ms. Hurst stated that the spring 2022 semester fully resumed on February 15, 2022. She stated that it went smoothly. Ms. Hurst stated that testing is continuing. She stated that given the low number of positive cases on campus and in the City, and the science, the College will strongly encourage the booster shot rather than mandate it. Ms. Hurst stated that the College has scheduled two booster clinics during the spring semester.

Ms. Hurst stated that the mask wearing mandate will be in effect during the spring semester. She stated that the College will be reviewing protocols and other safety issues.

(3f) Enrollment

Dr. Generals reported that enrollment for spring is down 14%, but was encouraged by enrollment for the late semesters. He stated that the 7 and 10-week sessions are up 44%.

(3g) Update on Search for the Vice President for Academic and Student Success

At the request of Dr. Generals, Ms. Liautaud-Watkins reported that the search for the Vice President for Academic and Student success is progressing. Applications are coming in, and that due to spring break, applications will be accepted through March 25, 2022. Ms. Liautaud-Watkins stated that the Search Committee will begin interviewing candidates on March 25, 2022. She stated that the Board and the College community will be able to engage with the finalists during their visit to campus in April.

(3h) Middle States Standard IV: Support of the Student Experience

Dr. Generals reviewed and discussed Middle States Standard IV: Support of the Student Experience (**Attachment A**). He stated that Standard IV measures our delivery to foster student success, and the need to document student success. Dr. Generals summarized the six criteria for the standard which institutions must possess and demonstrate:

- Clearly stated ethical policies and processes. The College must deliver what it promises to students.

- Accurate and comprehensive information regarding costs, financial aid, scholarships, grants, loans, repayment, and refunds.
- Competency in the management of student records and privacy.
- The offering of athletic, student life, and other extracurricular activities to students.
- Provide support services such as outside tutoring and counseling of good quality to students.
- Conduct periodic assessment of courses and programs.

(3i) Foundation Report

Dr. Zanjani called attention to the Gifts and Grants report that was included in the Board materials. She stated that for fiscal year July 1, 2021 through February 15, 2022, public gifts and grants totaled \$5,112,031. Dr. Zanjani stated that private donations totaled \$2,538,534 for fiscal year July 1, 2021 through February 15, 2022. Dr. Zanjani stated that the Office of Institutional Advancement had launched an alumni and friends' newsletter which will spotlight connections to alumni, friends, the Foundation, and the Institutional Advancement unit, as these groups raise friends and funds for Community College of Philadelphia.

At the request, of Dr. Zanjani, Dr. Waller recognized and thanked Sheila Ireland for securing a \$215,000 from the Lenfest Foundation to support the Junior STEM Academy in the Career and Advanced Technology Center (CATC). Dr. Waller stated that the Foundation also received a \$36,000 gift from the family of a former employee to support scholarships for students in Allied Health programs, and several \$10,000 gifts for scholarships.

Dr. Waller reported that the Black & Gold Gala is having a record setting year. She stated that the honorees for this year's Gala are:

- Dr. Alfred Samura will receive the Alumni Achievement Award.
- Kenneth and Faatimah Gamble will be presented with the Community Hero Award.
- Michael Forman, President and CEO, FS Investments, will receive the Corporate Leadership Award. Dr. Waller stated Michael has truly raised the bar for Gala fundraising beyond anything we have ever experienced.

Dr. Waller stated that the goal now is to net at least \$550,000 to go directly to students. She stated that, as of today, a record breaking \$539,950 gross has been raised. Dr. Waller stated that we have already exceeded the total raised for the 2021 Gala, and the last in-person

Gala in 2019. Dr. Waller stated that to date, we have the potential to host over 500 guests on June 1st.

Dr. Waller reported that for the first time ever, there will be an auction during the Gala with first-rate items, such as:

- The Mayor's box at Citizen's Bank Park for a summer Phillies game.
- A diamond tennis necklace being sponsored by Philadelphia Diamond Company.
- The US Mint's 225th Anniversary limited edition liberty coin set in diamonds, which she is personally donating for the auction.

Dr. Waller stated that June 1st will be a great night, and an event not to be missed.

Mr. Soileau thanked Dr. Waller for a great report, and for continuing to raise the level of the Black & Gold Gala. He stated that the Gala and the fundraising for it are so important. Not only does the Gala generate funds for Community College of Philadelphia students, enabling them to complete their degrees, but the success of the Gala continues to raise the College's profile in the philanthropic community and the City.

Mr. Soileau stated that the friendly competition with the Foundation Board continues. He stated that to date, 6 Trustees, which represents 46% of the Board, have personally given or secured \$16,750 for the Gala. Overall, 9 Trustees, which is 69%, have given or brought in a total of \$234,750 for the College. Mr. Soileau thanked members of the Board who have already made their personal gifts. Mr. Soileau reminded members of the Board who have not donated to the Gala, that he is aiming for 100% participation, and meeting the Foundation Board's fundraising challenge. Mr. Soileau reminded members of the Board that they can make their gifts online or by emailing Mellissia Zanjani their pledge.

Mr. Soileau urged Board members to encourage their networks of friends and colleagues to support the Gala and become sponsors of this event. He urged the Board to look at the Gala website, and they would see that our current sponsor list is very impressive, and rivals the list of sponsors of any major fundraising event in the City.

Dr. Waller thanked Mr. Soileau for his report. She stated that the friendly competition brings out the best in both boards. Dr. Waller stated that to date:

- 27% of the Foundation Board has personally given or secured over \$122,000 for the Gala.

- Overall, 45% of Directors have donated or brought in a just over \$180,000.

Dr. Waller reinforced Mr. Soileau's comments about the power of Board members' networks in increasing fundraising for the Gala.

(4) Report of the Student Outcomes Committee Meeting of February 3, 2022

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on February 3, 2022.

(4a) Chemistry Program Review

Ms. Fulmore-Townsend reported that the Committee reviewed the Chemistry A.S. Degree program. She stated that the program has held steady with enrollments, while other programs have seen decreases. Ms. Fulmore-Townsend stated that a strength of the program is its focus on instrumentation and hands-on skills. She stated that there is potential to grow the program in the coming years. Ms. Fulmore-Townsend stated that assistance from the Board in connecting students to chemistry employers, such as the pharmaceutical industry, and create a pipeline would help the program.

Regarding demographics, Ms. Fulmore-Townsend stated that females initially made up 14% of the students when the program began in fall 2016. By fall 2020, females comprised 78% of the program's students. She stated that the number of males who are science-ready is a challenge, and that the department is still developing means to alert males to workforce opportunities.

Ms. Fulmore-Townsend stated that the Chemistry Program review is part of the Consent Agenda.

(4b) Pre-College STEM Initiatives

Ms. Fulmore-Townsend stated that the Committee was provided with a summary of pre-college STEM initiatives that the College provides such as summer camps, STEM experiences, and real-world hands-on learning for middle school and high school students.

(4c) Review of Student Outcomes Committee Agenda Calendar

Ms. Fulmore-Townsend stated that the agenda calendar for the Committee was reviewed to determine topics. She stated that the Committee set up an ambitious calendar of areas to explore over the next year—data, programs, and ensuring that students are progressing.

(5) Report of the Business Affairs Committee
Meetings of February 16 and March 3, 2022

Mr. Soileau stated that the Business Affairs Committee met on February 16 and March 3, 2022. He stated that the College needs funding. In a few months, we will make our budget recommendation to City Council for next year and future years. We want to make sure that the College is in good shape financially. We want to be sure to have facilities for the future. Mr. Soileau stated that the College's buildings are old, and that the College needs funding for maintenance.

Mr. Soileau stated that the Business Affairs Committee discussed a future capital project of a new integrated health and life sciences building. He stated that the life sciences and health care industries are driving the engine of growth for the city and state. Mr. Soileau stated that the College needs to facilitate life sciences for students in the Philadelphia region to prepare them for future healthcare opportunities. Mr. Soileau stated that if we have the facilities, we can work on the programming for students. Mr. Soileau noted that we need to ensure that we are spending money in the right places.

(6) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of February 3, 2022
- (b) Gifts and Grants
- (c) Chemistry Program Review
- (d) Resolution on the Relief of Student Debt Owed to the College, Incurred
Between Summer 2021 and Fall 2021 for Credit Students Who Were
Enrolled in Summer and Fall 2021
- (e) Computer Purchase from Dell to Support Students at the Career
and Advanced Technology Center
- (f) Resolution of Support for FY2022-23 PDE Capital Applications

Ms. Posoff moved, with Mr. Soileau seconding, that the Board approve the Consent Agenda. The motion carried unanimously.

(7) Report of the Chair

(7a) Policy on Policies

Mr. White stated that the Board wanted a framework for how policies are made and how often they are reviewed. He stated that Ms. Posoff worked on a proposal, and that proposal is now before the Board for approval.

Ms. Posoff stated that a Policy on Policies has been established. She stated that the Policy outlines what policies require Board oversight and what is delegated to other areas of the College. Ms. Posoff thanked Dr. Gay, Ms. Zellers, Ms. Hurst, and Ms. Liautaud-Watkins for their help in developing the policy. Ms. Posoff stated that the Executive Committee had approved the Policy on March 2, 2022.

Ms. Posoff moved, with Mr. Solieau seconding, that the Board approve the Policy on Policies. The motion carried unanimously.

(7b) Resolution of Subcommittee of the Business Affairs
Committee on Investments

Mr. White stated that because of the volatility in the market and our ability to manage money and pay attention to our investments, Ms. Posoff and Mr. Eapen have developed a Resolution of a Subcommittee on Investments. Mr. White read the following Resolution for Board approval:

WHEREAS, on December 9, 2021, the Community College of Philadelphia updated its Investment Policy for Operating Funds, Policy Memorandum No. 221, which delegates certain duties to the College's Business Affairs Committee of the Board of Trustees;

WHEREAS, the Business Affairs Committee has discussed creating a Subcommittee on Investments to assist it with its duties under Policy Memorandum No. 221, which would include: (1) providing oversight of the portfolio performance, including meeting with the College's external team of investors; (2) making recommendations based on portfolio and external factors; and (3) reporting out to the Business Affairs Committee on regular basis;

WHEREAS, on February 16, 2022, the Business Affairs Committee voted in favor of recommending that the Board create a Subcommittee on Investments to support and advise the Business Affairs Committee;

NOW THEREFORE, on this 3rd day of March 2022, the Board of Trustees for the Community College of Philadelphia hereby resolves to create a Subcommittee on Investments. The Subcommittee on Investments shall have at least two members from the Board of Trustees serving and may have outside advisors as recommended by the Chair of the Board. The Subcommittee on Investments shall meet quarterly with the College's financial advisors and (1) provide oversight of the portfolio performance, including meeting with the College's external team of investors; (2) make recommendations based on portfolio and external factors; and (3) report out to the Business Affairs Committee on regular basis. The Subcommittee on Investments will recommend actions to the Business Affairs Committee but will not take any official action on its own.

BE IT FURTHER RESOLVED, that Trustee Mindy Posoff will serve as the first Chair of the Subcommittee on Investments.

Mr. Epps moved, with Ms. Posoff seconding, that the Board approve the Resolution. The motion carried unanimously.

(7c) Board Appointment Process Update

At the request of Mr. White, Ms. Witherspoon reported that the Nominating Committee for Board Membership had met on February 10, 2022 and interviewed applicants for Board membership. She stated that all present Board members who reapplied were recommended by the Nominating Committee. Ms. Witherspoon stated that Board members will receive a reappointment letter from the Mayor's Office.

(7d) Joint Meeting with Foundation Board

Mr. White stated that a joint meeting of the Foundation Board of Directors and the Board of Trustees is scheduled for Thursday, June 2, 2022, 4:30 p.m. in the Pavilion Klein Cube.

(8) New Business

At the request of Mr. White, Ms. Zellers reviewed and discussed the Resolution on the Relief of Student Debt, owed to the College, incurred between Summer 2021 and Fall 2021 for Credit Students who were Enrolled in Summer and Fall 2021. She stated that the Resolution is part of the Consent Agenda.

At the request of Mr. White, Dr. Gay stated that the Board will be receiving a survey regarding the Committee of the Whole. She stated that based on the feedback and responses that the Board had provided in the past, changes were made to the Committee of the Whole format. Dr. Gay stated that the purpose of the survey is to gather feedback and assessment on whether the Board is satisfied with the changes that were made. Dr. Gay stated that this process aligns well with Standard VII of the Middle States standards.

Mr. White stated that Ms. Ireland will chair the President's Evaluation Committee.

(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, April 7, 2022, at 3:00 p.m. at the West Regional Center, 4725 Chestnut Street, in Room 125. A tour of the Career and Advanced Technology Center will follow the meeting.

(10) Executive Session

The Board convened in Executive Session to discuss (1) personnel matters; (2) potential real estate transactions related to property owned by the College; legal issues related to potential contracts; and (4) updates on pending litigation. The Board will not be taking any action following the Executive Session.

The meeting adjourned at 4:20 p.m.

ATTACHMENT A

Standard IV - Support of the Student Experience

Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. clearly stated, ethical policies and processes to admit, retain, and facilitate the success of students whose interests, abilities, experiences, and goals provide a reasonable expectation for success and are compatible with institutional mission, including:
 - a. accurate and comprehensive information regarding expenses, financial aid, scholarships, grants, loans, repayment, and refunds;
 - b. a process by which students who are not adequately prepared for study at the level for which they have been admitted are identified, placed, and supported in attaining appropriate educational goals;
 - c. orientation, advisement, and counseling programs to enhance retention and guide students throughout their educational experience;
 - d. processes designed to enhance the successful achievement of students' educational goals including certificate and degree completion, transfer to other institutions, and post-completion placement;
2. policies and procedures regarding evaluation and acceptance of transfer credits, and credits awarded through experiential learning, prior non-academic learning, competency-based assessment, and other alternative learning approaches;
3. policies and procedures for the safe and secure maintenance and appropriate release of student information and records;

4. if offered, athletic, student life, and other extracurricular activities that are regulated by the same academic, fiscal, and administrative principles and procedures that govern all other programs;
5. if applicable, adequate and appropriate institutional review and approval of student support services designed, delivered, or assessed by third-party providers; and
6. periodic assessment of the effectiveness of programs supporting the student experience.

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, March 3, 2022 –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. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. McPherson, Ms. Posoff, Mr. Soileau, Dr. Generals, Dr. Rooney, Ms. Di Gregorio, Dr. Gay, Dr. Thomas, Dr. Hirsch, Ms. Liautaud-Watkins, Ms. Witherspoon, Dr. Zanjani, Ms. Zellers, Ms. de Fries, Ms. Hurst, Ms. Lawrence, and Dr. Waller

(1) Meeting Called to Order

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

(2) Public Comment

There were no requests for Public Comment.

(3) Report of the President

Dr. Generals welcomed members of the Board.

(3a) National/Local Meetings

Dr. Generals, Pat Clancy, Sheila Ireland, Roz McPherson, Chekemma Fulmore-Townsend, Danielle Liautaud-Watkins, and Mikecia Witherspoon attended the Association of Community College Trustees National Legislative Summit in Washington, DC, February 6-9,2022.

Dr. Generals, Roz McPherson, and several staff members attended the Mayoral Luncheon hosted by the Chamber of Commerce for Greater Philadelphia on February 25, 2022.

(3b) Business Meetings

Dr. Generals hosted a luncheon with Michael Forman, Chairman and CEO, his wife, Jennifer Rice, and Melanie Hemmert, Director of Corporate Communications, FS Investments, on February 24, 2022.

Dr. Generals and several staff members visited Thaddeus Stevens College of Technology on March 1, 2022 and met with Pedro Rivera, President, and members of his staff to discuss a possible partnership.

(3c) Events/Announcements

Dr. Generals delivered remarks and introduced Mayor Jim Kenney at the Inaugural Catto Legacy Awards event on February 22, 2022.

Dr. Generals delivered opening remarks at the Law and Society opening session on February 28, 2022.

Dr. Generals congratulated the College's men's basketball team for winning the Region 19/North Atlantic District Championship on Saturday, February 26, 2022 after defeating nationally ranked Brookdale Community College. The men's team will participate in the NJCAA DIII Men's Basketball Championship in Rockford, Illinois, March 9-12, 2022.

Dr. Generals congratulated the women's basketball team. The team finished 2nd in the conference and 6th in the region. The team earned a postseason bid and were defeated in the quarterfinals of the Division III Region Tournament by the Brookdale Community College Jersey Blues on February 19, 2022.

The College has nominated two students for the All-PA Academic Team.

The College is hosting the Association of Community College Trustees Governance Leadership Institute: *Strengthening the Leadership Team of the Board*, March 23-25, 2022.

The Philadelphia Housing Authority Ribbon Cutting is scheduled for Wednesday, April 13, 2022, at 11:00 a.m. at 535 N. 11th Street

Dr. Generals and Dr. Hite, Superintendent of the School District of Philadelphia, are scheduled to make a presentation at the 15th Annual Black, Brown, and College Bound Summit on Friday, March 4, 2022 in Tampa, Florida.

Commencement is scheduled for Saturday, May 7, 2022, at 10:00 a.m. at Temple Liacouras Center.

(3d) Presentation on the Additional Pillar for the Strategic Plan
on Diversity, Equity, and Inclusion

The Board reviewed and discussed Pillar 6 to the Strategic Plan. Members of the Board were asked to provide feedback on Pillar 6 to Leila Lawrence, Director, Office of Diversity and Equity, and Title IX Coordinator. Feedback on the Pillar will be provided to the Board of Trustees at the April 7, 2022 Board meeting. The Board will vote on Pillar 6 at the April 7 Board meeting.

(3e) Update on Return to Campus

The spring 2022 semester fully resumed on February 15, 2022. The mask wearing mandate will be in effect during the spring semester. The College will be reviewing protocols and other safety issues.

(3f) Enrollment

Enrollment for spring is down 14%. Enrollment for the 7 and 10-week sessions is positive.

(3g) Update on Search for the Vice President for Academic and Student Success

The search for the Vice President for Academic and Student success is progressing. The search committee will begin interviewing candidates on March 25, 2022. The Board and the College community will be able to engage with the finalists during their visit to campus in April.

(3h) Middle States Standard IV: Support of the Student Experience

Dr. Generals reviewed and discussed Middle States Standard IV: Support of the Student Experience.

(3i) Foundation Report

Dr. Zanjani called attention to the Gifts and Grants report that was included in the Board materials.

Dr. Waller reported on gifts received by the Foundation, and provided an update on the Black and Gold Gala scheduled for June 1, 2022. Dr. Waller also provided a summary of Foundation Board of Directors who had given or secured support for the Gala.

Mr. Soileau provided an update on the number of Board members who had given or secured support for the Gala.

(4) Report of the Student Outcomes Committee Meeting of February 3, 2022

The Student Outcomes Committee met on February 3, 2022.

(4a) Chemistry Program Review

The Committee reviewed the Chemistry A.S. Degree program. The Committee accepted the program review for the Chemistry program with approval for five years. The Chemistry Program review is part of the Consent Agenda.

(4b) Pre-College STEM Initiatives

The Committee discussed a summary of pre-college STEM initiatives that the College provides such as summer camps, STEM experiences, and real-world hands-on learning for middle school and high school students.

(4c) Review of Student Outcomes Committee Agenda Calendar

The Committee reviewed the agenda calendar for the Student Outcomes Committee and determined topics to address over the next year.

(5) Report of the Business Affairs Committee
Meetings of February 16 and March 3, 2022

The Business Affairs Committee met on February 16 and March 3, 2022. The Committee discussed the need for funding so that the College is in good financial shape, and for maintenance of facilities. The Committee also discussed a future capital project of a new integrated health and life sciences building.

(6) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of February 3, 2022
- (b) Gifts and Grants
- (c) Chemistry Program Review
- (d) Resolution on the Relief of Student Debt Owed to the College, Incurred
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Enrolled in Summer and Fall 2021
- (e) Computer Purchase from Dell to Support Students at the Career
and Advanced Technology Center
- (f) Resolution of Support for FY2022-23 PDE Capital Applications

(7) Report of the Chair

(7a) Policy on Policies

The Board approved the Policy on Policies.

(7b) Resolution of Subcommittee of the Business Affairs Committee on Investments

The Board approved the Resolution creating the Subcommittee of the Business Affairs Committee on Investments.

(7c) Board Appointment Process Update

Ms. Witherspoon provided an update on the Board of Trustees appointment process.

(7d) Joint Meeting with Foundation Board

The joint meeting of the Foundation Board of Directors and the Board of Trustees is scheduled for Thursday, June 2, 2022, 4:30 p.m. in the Pavilion Klein Cube.

(8) New Business

Ms. Zellers reviewed and discussed the Resolution on the Relief of Student Debt, owed to the College, incurred between Summer 2021 and Fall 2021 for Credit Students who were Enrolled in Summer and Fall 2021. The Resolution is part of the Consent Agenda.

The Board will be receiving a survey to provide feedback on the Committee of the Whole.

Ms. Ireland will chair the President's Evaluation Committee.

(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, April 7, 2022, at 3:00 p.m. at the West Regional Center, 4725 Chestnut Street, in Room 125. A tour of the Career and Advanced Technology Center will follow the meeting.

(10) Executive Session

The Board convened in Executive Session to discuss (1) personnel matters; (2) potential real estate transactions related to property owned by the College; legal issues related to potential contracts; and (4) updates on pending litigation. The Board will not be taking any action following the Executive Session.

The meeting adjourned at 4:20 p.m.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts
April 7, 2022 Meeting of the Board of Trustees**

Summary by Source:

	FY 2022		FY 2021	FY2022 and FY2021
Held by College	2/16/22 - 3/15/22	Fiscal Year To Date 7/1/21 - 3/15/22	Fiscal Year To Date 7/1/20 - 3/15/21	Variance 7/1 - 3/15
Federal	\$ -	\$ 5,112,031	\$ 3,047,886	\$ 2,064,145
State	\$ -	\$ -	\$ 4,200,696	\$ (4,200,696)
Local	\$ -	\$ -	\$ 29,800	\$ (29,800)
Total	\$ -	\$ 5,112,031	\$ 7,278,382	\$ (2,166,351)
Held by Foundation	2/16/22 - 3/15/22	Fiscal Year To Date 7/1/21 - 3/15/22	Fiscal Year To Date 7/1/20 - 3/15/21	Variance 7/1 - 3/15
Corporation	\$ 23,888	\$ 502,801	\$ 218,875	\$ 283,926
Foundation	\$ 301,921	\$ 1,710,466	\$ 2,322,892	\$ (612,426)
Individual	\$ 64,170	\$ 658,550	\$ 193,959	\$ 464,591
Organization	\$ 17,000	\$ 73,695	\$ 22,998	\$ 50,697
Total	\$ 406,979	\$ 2,945,513	\$ 2,758,723	\$ 186,789
TOTAL	\$ 406,979	\$ 8,057,544	\$ 10,037,105	\$ (1,979,562)

**PUBLIC GRANTS SUMMARY
Since Meeting of March 3, 2022**

No public grants this report period.