

Meeting of the Board of Trustees, Thursday, June 2, 2022 - 3:00 p.m. Pavilion Klein Cube,
Room P2-3 - Hybrid

AGENDA

(1) Meeting Called to Order

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

- (a) Continue to Update the Board on Middle States Standards by Reviewing Standard VII – Governance, Leadership, and Administration
- (b) Approve 2022-2023 Budget
- (c) Approve Juneteenth Resolution-College Observed Holiday

(2) Public Comment

(3) Report of the President

- (a) Middle States Standard VII – Governance, Leadership, and Administration
- (b) Campus Updates:
 - COVID Updates
 - CATC Update
 - o August 18, 2022 Grand Opening-10:00 a.m.
 - o Meeting with SEPTA and Department of Education
- (c) STEM Presentation: Dr. Vishal Shah and Dr. Linda Powell
- (d) Alumni Athletes Update
- (e) Enrollment Update
- (f) Juneteenth College Holiday Resolution (A)
 - Resolution on Juneteenth as a College Holiday.pdf
- (g) Foundation Report – Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller

(4) Student Outcomes Committee, May 5, 2022

(a) Faculty Promotions (A)

(5) Business Affairs Committee, May 18, 2022

Business Affairs Committee of the Board Meeting Minutes May 18, 2022 Latest Version.pdf

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(a) 2022-2023 College Budget (A)

o Sponsorship-Made in America

o Paid Advertisements for the College

(6) Consent Agenda

(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of May 5,2022

5.5.22BoardProceedings.pdf

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Attachment A Standard VI.pdf

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Attachment B Global Studies Summit.pdf

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Attachment C & D Resolutions of Appreciation.pdf

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5.5.22Minutes of Decisions and Resolutions.pdf

88

(b) Gifts and Grants

Record of Grants & Gifts.pdf

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(c) Uniform Guidance Report (Audit)

(d) Nursing AAS Degree Academic Program Review

(e) Award of Bid for Security Services

(f) Ernest Bock & Sons, Inc. Change Order Two for the Career & Advanced Technology Center Project

(g) Sponsorship of the 2022, Made in America Festival, September 3-4, 2022

(h) Harmelin Media Summer/Fall Advertising

(i) Fiscal Year 2022-2023 Insurance Renewal

(7) Report of the Chair

(a) Departing Senior Staff

(b) New Board Members

(c) Board Policy Update – Mindy Posoff

(d) Graduation

(e) Resolution on the Appointment of Board of Directors to the CCP Career and Advanced Technology Center (CATC) (A)

(f) ACCT

o Proposal Submission

o 2022 Leadership Congress, October 26-29,
2022 New York City

(g) Nomination Committee-Slate of Officers

(8) New Business

(9) Next Meeting: Thursday, September 1, 2022, 3:00 p.m.

(10) Executive Session

The Board will meet in Executive Session for a litigation update and to discuss personnel matters. The Board will not return following the Executive Session.

Future Committee Meetings

Student Outcomes Committee Thursday, June 2, 2022
1:00 p.m.

Audit Committee Wednesday, June 8, 2022
10:00 a.m.

Business Affairs Committee Wednesday, June 22, 2022
9:00 a.m.

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

Upcoming Events

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

Association of Community College Trustees 2022 Leadership Congress,
October 26-29, Marriott Marquis, New York City

BOARD RESOLUTION ON JUNETEENTH AS A COLLEGE HOLIDAY

June 2, 2022

WHEREAS, in 1863, the President of the United States Abraham Lincoln issued the Emancipation Proclamation declaring all enslaved persons free. However, this freedom was not made known to many enslaved African Americans until two years after its passage;

WHEREAS, Juneteenth recognizes that on June 19, 1865, the last enslaved people in Galveston, Texas were informed that slavery had been abolished;

WHEREAS, when the former enslaved persons heard of this news, they began to celebrate with prayer, feasting, song, and dance;

WHEREAS, the following year, on June 19, the first official Juneteenth celebrations took place in Texas and within a few years, African Americans in other states were celebrating the day, making it an annual tradition;

WHEREAS, celebrations have continued across the United States recognizing the end of slavery and the triumphs, culture and achievements of African Americans locally and across the United States and throughout the world;

WHEREAS, Juneteenth is a critical holiday for all Americans to learn about the atrocities of slavery and its legacy that continues through the present, as well as to celebrate the abolishment of slavery and the richness of the African-American culture; and

WHEREAS, on June 17, 2021, recognizing the importance of Juneteenth, President Joseph Biden signed a law making Juneteenth a Federal Holiday;

NOW, THEREFORE, on this 2nd day of June, 2022, the Board of Trustees for the College resolves to recognize Juneteenth as an official College holiday for the 2021-2022 Calendar Year to be celebrated and recognized on Monday June 20, 2022; for the 2022-2023 Calendar Year to be celebrated on June 19, 2023, and for the 2023-2024 Calendar Year to be celebrated on June 19, 2024. Future years' celebrations and recognitions of the Juneteenth holiday will be part of discussions with the Faculty & Staff Federation who have shared their support for the celebration of this significant day in our country's history.

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

MINUTES

Thursday, May 5, 2022

1:00 p.m.

Zoom/Hybrid

Presiding: Ms. Fulmore-Townsend

Committee

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

Board

Participants: Mr. Bradley, Mr. Epps

College

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

Guests: Dr. Adanu, Ms. Gordon, Dr. McLaughlin, Dr. Shah

(1) Public Session

(a) Approval of the Minutes of April 7, 2022

The minutes were approved unanimously.

(b) Nursing AAS Degree Academic Program Review

Dr. Shah, Dean of the Math, Science and Health Careers division, began by noting some major highlights of the nursing program including that the program is strong, impactful, and is making a difference in the City of Philadelphia. The pandemic has highlighted the importance of the nursing program. He noted that the number of degrees awarded is constantly increasing, and the College offers a very strong Post Baccalaureate Nursing Option. Two items particularly stand out and that is that faculty go above and beyond, with students being able to take advantage of the opportunities provided. Second is the level of success of students outside the program in the community. The program is known for that, has a strong foundation, and others recognize this. An area of concern is existing inadequate labs and storage space; funding and resources are needed for a proposed new health science building.

Dr. McLaughlin, Department Head for Nursing, noted that the program has done a good job with the available resources. Enrollment is tied to available seats in the classroom and clinical sites in the City. The program recognized early on that it was

important to grow their own faculty. Of the 12 full-time faculty members, 4 (1 male and 3 women of color) are graduates of the program which is noteworthy. Half of the part-time faculty are individuals of color, and they have been with the program for many years. Dr. McLaughlin noted that this is very important for the students.

From the time of admission, students are encouraged to consider academic progression and many do; most are enrolled in an RN or BSN program within one year of graduation and complete the program within one year and with very little debt. She noted that the Post Baccalaureate Option is available for students with a Bachelor's degree in another area which allows them to complete the nursing program in 14 months and with very little debt. The program is preparing to admit the fourth cohort of 55 students on May 16. This new opportunity increased capacity in the traditional option by 30 percent, as eligible students were able to move into the Post Baccalaureate Option.

The Nursing program is recognized as a Center of Excellence, and the designation has been renewed until 2027. Ms. Gordon pointed out the commendable number of graduates of the program over the audit period. She also noted that in January 2021, the Nursing program was awarded the Innovations in Social Mobility: Workforce Development award due to its rapid development and mobilization of an innovative program that included a workforce of nursing student interns.

The Nursing program has had long-standing community involvement starting with the 19130 Zip Code Project – A Health Center Without Walls, with a focus on health promotion and disease prevention activities. This has expanded because of involvement with school nurses and the School District of Philadelphia. The program has worked with Hub of Hope, a resource for the homeless population, doing covid screenings and vaccines. One of the program's graduates was hired as the lead nurse at Hub of Hope. The program also participates in community health fairs, night-out events, Stephen Klein Center working with teens, working with new moms through a nurse partnership group, and the Black Doctors Consortium Center. Another graduate of the program is the manager at a health center near Temple's campus. Dr. McLaughlin noted the program participates in as many activities as they can. Four faculty members work solely in community-based care. These relationships are important and allow students to keep going back.

A question was raised about partnerships with health professionals of color who can advise the program. Dr. McLaughlin noted that they balance going out into the community with guidance from professionals of color. She noted that a full-time faculty member active in the community is a woman of color. Most of the schools and agencies the program works with are very diverse groups. Schools are in largely underserved neighborhoods, and there is diversity of nurses in the schools. Program faculty are experts in the community, and they interact with representatives from the community. The program is always looking for agencies for clinical practice.

Another question was raised about the list of Top Companies included in the handout, specifically Crozer. Dr. McLaughlin noted that our criteria include being accessible to students via public transportation. Also, the program has “agreements” with Buck’s and other surrounding colleges to stay out of each other’s backyards.

A question was raised as to whether there is data available regarding the number of graduates over a period of time. Dr. McLaughlin noted that there is. There was a slump in 2017 and 2018, and then the number of admissions and retention increased and has continued to steadily increase over the past three years. A driving factor includes retention, and the licensure exam changed in one of those years which drove our successful retention down. Also, there was no nursing shortage at that time and the large number of nurses in the market were having difficulty finding jobs so students were not selecting nursing as a program of study. The focus has changed a bit, and students are starting to look at sustainable professions regardless of the economy, and nursing is one of those professions. The literature also suggests that nurses were not retiring so positions were not available. Also, in 2017/2018, there was a big push to hire only nurses with bachelor’s degrees but that has changed with covid. Students are now being hired and asked to complete their bachelor’s degrees. An increase in men in nursing has also occurred in the past four to five years, with policemen, medics, military personnel and retirees enrolling in the nursing program.

Regarding constraints in growing the nursing program, Dr. McLaughlin noted that the constraint is largely clinical at this point, although the number of seats in the classroom is constraining as well. What the program has experienced with covid is that virtual lectures are fine, but other aspects such as labs and clinicals are better in person. She went on to note that for every six students in the program, they need a clinical site and a faculty member. Currently, there are 40 clinical sites per semester for the community. The program has made many changes including alternating days, expanded hours or whatever options a clinical site can offer to keep the same admission. The program competes with many universities for clinical sites. Dr. McLaughlin noted that the program has one person and a back-up who handle all the clinical activity and coordinate with all agencies, maintain relationships and negotiate with the clinical sites.

The question was raised regarding employment and whether opportunities for employment are growing given all the competition. Dr. McLaughlin responded that the program’s graduates are always sought after.

The committee members had no additional questions. Dr. McLaughlin and Dr. Shah were commended on their great work with this high-demand field and strong access to quality for our students.

Dr. Hirsch noted that this is a highly scrutinized program with a rigorous accreditation process. The Nursing department really understands and performs assessment, and the program is high performing. He reiterated the great innovation with the Post Baccalaureate Option. Also mentioned was how well the program’s

students do on the NCLEX exams. The program does a great job providing students with coaching, modeling and review to ensure students have the best chance of passing the exams the first time.

Discussion ensued regarding how to submit the recommendation to the Board of Trustees. It was suggested that consideration should be given beyond simply enthusiastically recommending renewing the program for the next five years. Not only does program growth need to be examined but how the College can support that, perhaps through a new health science building with more space, additional lecture rooms and labs, simulations, etc.

Action: The Student Outcomes Committee unanimously and enthusiastically recommends that the Board of Trustees accept the program review of the nursing program for five years. The Committee recognizes the nursing program as one of excellence and encourages the program to seek strategies for enrollment growth.

(c) Faculty Promotions

Every year faculty have the opportunity to apply for promotion. The process begins with the distribution of materials to faculty outlining the process and describing information needed to complete their portfolios. Dr. Hirsch then provides workshops for faculty who are interested in applying for promotion to walk them through the process and answer any questions they may have; these workshops have been very successful. New faculty are advised of this process during their year-long orientation so they can begin thinking about and planning for promotion.

Once the completed portfolios are submitted via an electronic process, the faculty member's department head reviews the information and makes a recommendation; the dean then reviews and determines if they recommend the faculty member for promotion. If they do, the portfolios are reviewed by all the deans and Dr. Hirsch, after which recommendations are forwarded to Dr. General for his review/approval. The Student Outcomes Committee then approves faculty recommendations which will then go to the full Board for a vote at the June meeting.

Eligibility criteria for faculty promotion include being a full-time faculty member in their current rank for at least four years, an up-to-date curriculum vitae, teaching observation, and presentation of a cumulative body of work showing progression during their time at the College. The portfolio should demonstrate their contributions to the life of the College, their leadership, and service to students. The criteria shifted a few years ago to be more outcomes based, and this needs to be demonstrated throughout the portfolio. The portfolios also include peer and student evaluations.

This year, eight faculty members are being considered for promotion. They are exemplary faculty who met or exceeded expectations. All but one has a doctorate. They are leaders in curriculum work, course development, and working with students

in demonstrative ways, i.e. mentors, assisting student with research or other scholarly work. All are currently serving or have served as department heads and serve as leaders within their departments as curriculum or course coordinators. They are active within their fields/disciplines including presenting at conferences or writing articles. They are well recognized within their fields and their departments.

Questions included the breakout by gender/race. This can be challenging, and the College relies on self-reporting. Twenty-five percent or two individuals are African American, and 50 percent or four individuals are female. In response to a question about how many individuals apply each year, it was noted that the average is between seven and ten each year. There are some faculty who never apply for promotion and remain in the same rank for years. However, the deans are being proactive with encouraging and assisting faculty to apply for promotion. Many opportunities are available for faculty to serve on College committees and engage in departmental and College-wide activities to build their portfolios. When promoted, faculty receive a one-time payment, as well as an increase in their base salary.

Action: The Student Outcomes Committee unanimously recommended that eight faculty members being considered for promotion be submitted to the Board for their approval.

(d) Diversity Fellowship Update

The College has been challenged with increasing the diversity of faculty. In response to that, in 2019 an agreement was reached with the Federation to develop a Diversity Fellowship Program. The Program was designed to increase the diversity of faculty and aligns with the DEI Strategic Plan pillar.

The goals of the Program include increasing diversity within our faculty, closing the opportunity gap for faculty from underrepresented groups, providing necessary support to fellows, preparing the fellows for the hiring process, providing an inclusive community, and assisting fellows to cultivate their networks within and outside of the institution. The College provides opportunities for fellows in terms of a one-year teaching position with salary and benefits. They teach up to three courses, with one course released to allow them to develop a project to address a DEI concern at the College. Upon successful completion of the fellowship, the fellows are provided with a guaranteed interview for a future full-time tenure-track position. Mentoring and coaching sessions are provided, including assistance with the employment application, interview practice and preparation. Networking opportunities, support and access to College faculty and administration are also part of the fellowship opportunity.

The Program was launched in 2019. This is the third year for the Program, and there have been seven fellows to date. Four have been hired into tenure-track faculty positions. The plan is to grow the Program. The process includes advertising for the

fellowship positions, describing the program and expectations. A Committee then reviews the applications; the department head and Dr. Hirsch are involved in the selection process as well.

A question was raised about the process including who serves on the selection committee, how they are chosen, and what qualifications they bring to the process. Additionally, how/where does the College advertise. It was determined that a more in-depth conversation needs to occur around this critical aspect of work, and this will be scheduled in the near future.

(e) New Business

There was no new business.

Next Meeting

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

Attachments:

Minutes of April 7, 2022

Academic Program Review: Nursing, AAS

Overview of Diversity Fellowship Program PowerPoint

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Presiding: Ms. Fulmore-Townsend

Committee

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

Board

Participants: Mr. Epps

College

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

Cabinet

Members: Ms. Witherspoon, Dr. Zanjani

Guests:

Dr. Adanu, Mr. Chang, Ms. Gordon, Mr. Herbert, Ms. Norment, Mr. Nguyen, Dr. Shannon, Dr. Voltz

(1) Public Session

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

The minutes were approved unanimously.

(b) Cybersecurity Academic Program Review

Ms. Gordon, of the Office of Assessment and Evaluation, noted how the need for cybersecurity has been revolutionary for business and personal information security and that the field has grown rapidly. The associate's degree program was first offered in Fall 2017; this is its first academic program review. There has been strong enrollment growth, from 27 students in Fall 2017 to 115 in Fall 2020, with only a small decline during the COVID-19 disruption. The program has a higher percentage of full-time and college-age students than the College overall; about 74% of the students are males. Retention is slightly higher than the College average. Although it is a workforce program, about 10% of students do transfer to a four-year institution (usually Drexel or Temple). The demand for positions in cybersecurity is high, and

demand in Philadelphia is higher than the national average. It is recommended that the program modify the assessment cycle to more effectively close the loop. Mr. Herbert, the department head, added that there have been cybersecurity courses at the College for over 20 years. The creator of program is now a tenured faculty member and the main teaching faculty for the program; she also provides a series of extra-curricular activities. Mr. Chang is the program coordinator.

Ms. Fulmore-Townsend commented that it seems like there are more women in this program than the national average and asked if the program had any particularly effective practices to engage females in the field. Mr. Herbert suggested that it has been effective how the College has set an example. Up until recently, the Chief Information Officer at the College was a woman, and the creator of the program and the main faculty is a woman who does outreach to female students. One of five students in the College's Cybersecurity program are women, compared to one in eight in the field. The program is active in making presentations at high schools where female students are and providing social activities to attract students.

Ms. Posoff had questions related to industry connections, costs, and marketing. Regarding connections to industry, Mr. Herbert stated that the program is connected with companies in the area, including having an advisory board. The program collaborates with Corporate College and Career Connections to work with companies to fill entry-level positions in cybersecurity; these types of jobs are increasing. The program will soon be engaging in a program with NBC Universal that will include scholarships and job shadowing. The program coordinator, Mr. Chang, is attentive to industry relations and engagement. The cost of the program is fairly low, in part because the equipment needed is used for a variety of computer technology programs. The Perkins Local Plan grant also provides funding for the program's needs. While COVID-19 did disrupt marketing efforts, the department and program have begun discussions with the Marketing department.

Mr. Epps asked about hands-on experience and the role of internships and project-based learning. Mr. Herbert explained that the program does not have formal internships. Until recently, it was difficult to connect with entry-level positions. Because of security concerns, companies rarely have internships for cybersecurity. All of the courses do have a lab component, which includes very active hands-on experiences for the students. Alumni who work in the field have spoken with the student club. The program has recently been able to work with the College's Information Technology Services department to offer job shadowing opportunities.

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

(c) Network Administration Academic Program Review

Ms. Gordon explained that the program has undergone a significant redesign in the past year. The two main causes for the redesign were: 1) significant changes to the Microsoft industry certification which necessitated changes to the curriculum, and 2) assessment data which found that students were not able to complete the program because of prerequisite courses that were not always offered. The faculty therefore redesigned the course content and the course sequences to address these issues. Growth and improvement will be based on the current status of the program following the Fall 2021 revision. The program previously averaged about 14 students per semester. Fall-to-fall retention has been lower than the College average. Jobs are high in demand with a median annual wage of \$85,000. The program has conducted meaningful and ad hoc assessments, such as changes to course curricula to address retention and graduation; engaging at-risk students with recommendations for tutoring; and teaching circles. It is recommended that the program develop a multi-year assessment plan that shows how the program will be sustained and how it will close the loop.

Mr. Herbert noted the extensive work done by Mr. Chang and the former dean and the support offered by the former dean and by Dr. Hirsch. While the program was facing challenges before, there are different faculty in charge of it now. Some of the decrease in enrollment was partly due to the establishment of the Cybersecurity program, but enrollment is starting to increase and the percentage of students who are students of color has also increased. The demographics of the student population now better reflect the community. The Microsoft Certified Engineer certification has been discontinued in part because of cloud computing; new industry certifications include more cloud computing. Cloud computing also means that jobs are less tied to local servers. The faculty who have recently started to lead the program have made changes to the program to reflect this. CompTIA, A+, Server+ are examples of popular certifications that the program is highlighting more. While the program will likely not have the same enrollment as earlier before Cybersecurity, enrollment is expected to increase. Ms. Norment, the interim dean, added the nature of cloud computing allows the program to expand its scope beyond the Philadelphia area and make connections with national and international organizations.

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

(d) CCRC KPI Data for Guided Pathways

Dr. Hirsch explained that this is the fifth year of reporting this data to the Student Outcomes Committee. He also provided some background information. When the College started its Guided Pathways around 2015, the College was part of the first cohort of 30 community colleges. The project was led in part by the American Association of Community Colleges (AACCC), which partnered with the premier research center on community college issues, the Community College Research

Center (CCRC) at Columbia University. AACC and CCRC developed a set of key performance measures. These examine student progress from the beginning of their studies and include the percentage of students entering straight into college-level courses and accumulating credits in their first term and year.

The College has made significant changes over the past few years to developmental education, including examining placement testing. The College's goal is to have more students take college-level courses in their first semester. For example, with the co-requisite model in English, students in the highest level of developmental English also take the first college-level English course (ENGL 101) at the same time, instead of in subsequent semesters. The College just approved a new sequence of courses based on best practices with a math sequence to be completed in one semester. The College continues to expand its math pathways; instead of having the college-level Algebra course meet the Quantitative Reasoning requirement for many programs, programs have a math course that is specific to and in support of its curriculum. A math course specifically for the Fashion Merchandising and Marketing program was developed two years ago; a math course for Liberal Arts majors was just approved this semester. Business students are able to take a statistics course instead of algebra, while Architecture students take geometry.

The changes the College has made have contributed to success on multiple metrics. The percentage of entering first-time-ever-in-college (FTEIC) students who are college-ready has increased from 23.7% for the Fall 2014 cohort to 40.1% for the Fall 2020 cohort. Regarding the number of developmental education courses a student should take, an institution wants to see declines in those percentages. The percentage of entering FTEIC students who are referred to developmental education in one subject has decreased overall from 26% to 21%; the percentage has remained somewhat steady for students referred to two and three subjects (students referred to developmental education in multiple subjects typically need a greater amount of academic support and need more time to get to college level). The College is piloting a new intervention with the next lower level of developmental English paired with a college-level course. In regards to placement, the College has moved away from using a standardized placement test and increased the use of high school transcripts and self-reported GPAs for placement; studies have shown both are valid methods for placement.

The College conducts analysis regarding credit momentum, or accumulating more credits early in one's studies. With more students able to take college-level courses in their first semester, the percentage of students completing 12+ college credits in the first term has increased. This has increased for all sub-groups and while there are still equity gaps, there has been progress made in decreasing them. For students completing 24+ college credits in their first year, some trends have been flat while there have also been slight increases. Completing this many credits in the first year is challenging with about one-third of the College's students being part-time.

The College also examines completion of college-level or gateway math and English courses in the first year. For each of these metrics, there has been an upward trend. Overall, the data shows that the College is on the right track and with the strategies being put in place to address equity gaps, it is expected that equity gaps will continue to close.

(e) Catto Scholarship Update

Ms. Fulmore-Townsend noted that committee members had received a written update on the Catto scholarship for informational purposes. If there are any questions, they should be sent to Dr. Hirsch. The update shows that Catto scholars are progressing in their studies. Dr. Voltz added that with students on campus, they are meeting in person with success coaches and interacting with specialists (such as Single Stop, Financial Aid, Career Connections). They also continue to offer remote options for students.

(f) New Business

There was no new business.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for May 5th at 1:00 p.m.

Attachments:

Minutes of March 3, 2022
Cybersecurity APR Document
Network Administration APR Document
AACC Pathways Project/CCRC Data
Catto Scholarship Outcomes Document
Student Outcomes Agenda Calendar
Pathways 2021-2022 Academic Pathways

Community College *of* Philadelphia

Academic Program Review: Nursing, AAS

Authors: Barbara McLaughlin Ph.D., RN, ANEF; Dawn Sinnott Ph.D.
Spring 2022

Executive Summary

A. Key Findings

Enrollment and Demographics

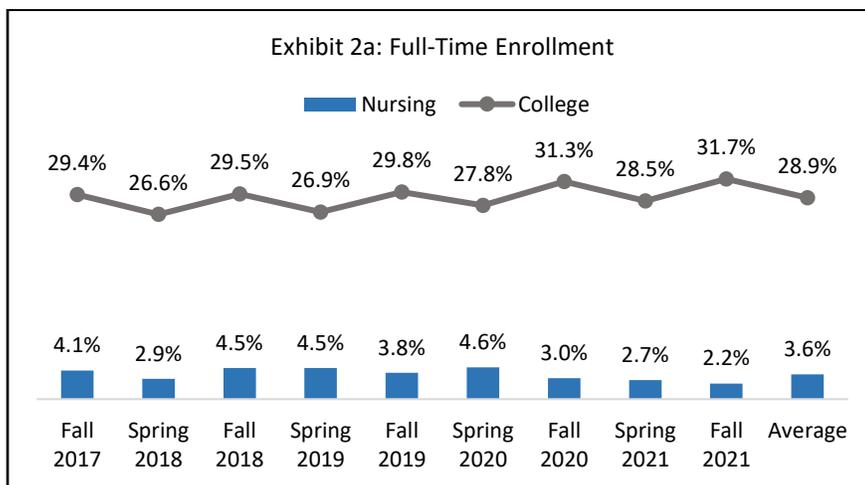
1. Average enrollment in the Nursing program between fall 2017 and fall 2021 was 261 students per semester, see Exhibit 1

Exhibit 1: College and Program Enrollment

	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Average
College-Wide	17,296	16,503	16,671	15,544	15,996	14,789	13,672	12,195	11,659	14,925
Nursing	218	205	245	247	292	284	299	292	270	261

2. Enrollment Demographics

- a. Nursing full-time enrollment is below the college average, see Exhibit 2a
- b. On Average, Nursing students were more likely to be career age, between 22 to 39 years of age, than the college-wide average; Nursing 78% and College 49%, see Exhibit 2b
- c. Enrollment by Gender within Race, see Exhibit 2c
 - o On average, the Nursing program's distribution of gender and ethnicity indicates a similar percentage of Black females (34.2%) to the College (30.4%)
 - o On average, the Nursing program's distribution of gender and ethnicity indicates a higher percentage of White females (28.4%) to the College (14.4%)
 - o On average, the Nursing program's distribution of gender and ethnicity indicates a lower percentage of Black males (5.0%) than the College (13.5%)
 - o On average, the Nursing program's overall distribution of females (75.4%) is 15% points higher than the College (60.8%)



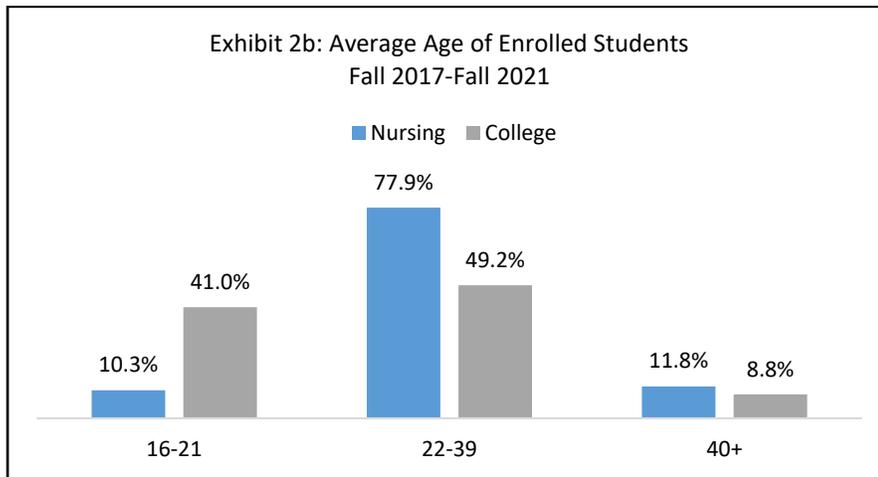


Exhibit 2c: College and Department Enrollment by Gender within Race

Nursing		Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Nursing Average	College Average	
Asian	Female	4.1%	2.9%	5.7%	6.1%	6.5%	6.3%	4.3%	4.8%	5.6%	5.2%	5.6%	
Asian	Male	2.8%	1.5%	1.6%	1.2%	3.4%	2.8%	2.0%	1.7%	1.5%	2.1%	4.6%	
Black	Female	29.4%	34.6%	31.0%	35.2%	34.6%	38.4%	35.1%	37.0%	31.1%	34.2%	30.4%	
Black	Male	6.4%	7.3%	7.3%	7.3%	4.5%	3.5%	3.0%	3.1%	4.4%	5.0%	13.5%	
Hispanic	Female	5.0%	4.9%	6.5%	6.1%	7.2%	7.4%	9.0%	9.9%	9.6%	7.5%	10.4%	
Hispanic	Male	4.1%	2.4%	1.6%	1.6%	3.1%	3.2%	2.7%	2.1%	0.7%	2.4%	4.9%	
White	Female	29.4%	28.8%	30.2%	29.1%	25.7%	25.0%	29.1%	28.4%	31.1%	28.4%	14.4%	
White	Male	11.9%	10.2%	10.2%	8.9%	8.9%	7.4%	8.4%	7.5%	9.3%	9.1%	8.6%	
Female												75.4%	60.8%
Male												18.5%	31.6%

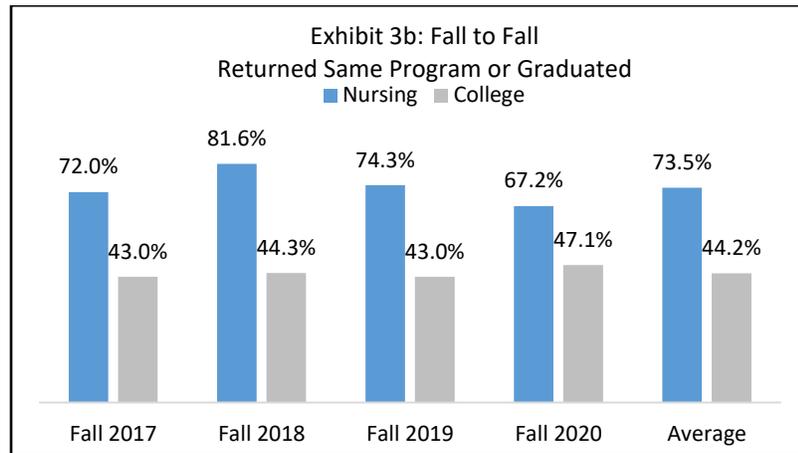
Retention – Returned or Graduated

3. Fall to Fall Retention between fall 2017 and fall 2020
 - a. The Nursing program's fall to Fall retention averaged 6 points higher than the College average, see Exhibit 3a
 - b. On average, 73.5% of Nursing students returned to the same program or graduated, see Exhibit 3b. CCP retention is consistently at or above the national average.
 - c. In addition, it is not uncommon for students who are unsuccessful in their first or second semester to apply and return the following fall semester. These students have a demonstrated success rate of about 80%.
 - d. A significant amount of guidance from nursing faculty, college counselors, and advisors is afforded to students who are withdrawing. Students may repeat a course once during the entire program. For this reason, the discussions usually revolve around reflecting on why they could

not do their best work during the semester and how they will work to remediate that before they return.

Exhibit 3a: Fall to Fall Retention

Nursing	Fall 2017	Fall 2018	Fall 2019	Fall 2019	Nursing Average	College Average
Headcount	218	245	292	299	264	17,022
Returned to Same Program	45.4%	45.7%	41.1%	30.4%	40.0%	34.1%
Returned to Different Program	1.4%	0.8%	1.0%	3.7%	1.8%	7.2%
Graduated	26.6%	35.9%	33.2%	36.8%	33.5%	10.1%
Did Not Persist	26.6%	17.6%	24.7%	29.1%	24.7%	48.5%



5. Academic Success and Graduation

- a. Over the period studied, Nursing awarded 446 AAS degrees; see exhibit 5a

	2017	2018	2019	2020	2021	Total
Nursing	66	60	97	96	127	446
A.A.S.	587	530	558	482	585	2742

Post-CCP Top Transfer Institutions

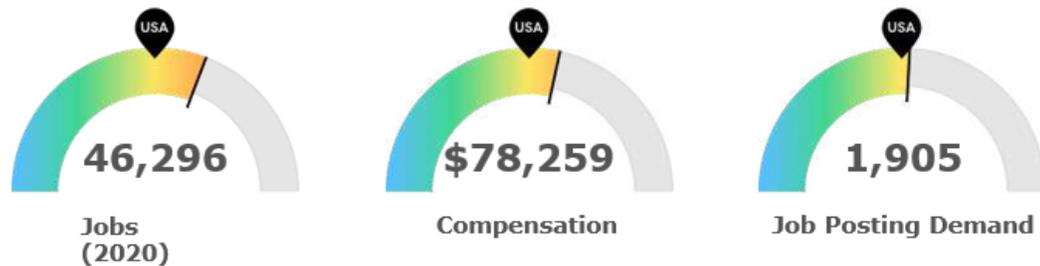
- West Chester University
- LaSalle University
- York College of Pennsylvania

Workforce Development

6. Regional Employment Is Higher Than the National Average

This chart reflects the most current data available but is outdated as the job posting demand has increased significantly over the past year with the nursing shortage.

Average Job Posting Demand Over a Deep Supply of Regional Jobs



The Philadelphia Area is a hotspot for this kind of job. The national average for an area this size is 33,514 employees, while there are 46,296 here.

Earnings are about average in your area. The national median salary for Registered Nurses is \$75,338, compared to \$78,259 here.

Job posting activity is about average in your area. The national average for an area this size is 1,813* job posting/mo, while there is 1,905 here.

An average area of this size typically has 33,514 jobs, while there are 46,296 here. This higher-than-average supply of jobs may make it easier for workers in this field to find employment in your area.

Region	2020 Jobs	2025 Jobs	Change	% Change
Phila area	46,296	46,507	210	0.5%
National Average	33,514	33,782	268	0.8%

Top Companies

- Penn Medicine
- BAYADA Home Health Care
- Universal Health Services
- Thomas Jefferson University
- Children's Hospital of Philadelphia
- Tower Health
- General Healthcare Resources
- Temple University Health System
- Einstein Healthcare Network
- Healthcare Employment Network

CCP Graduate follow up data

	Respondents	Employed as RN	When start as RN	Working on BSN
2017	41	93%	Immediately – 83% Within 6 months – 6% Still looking – 11%	83%
2018	3	67%	Immediately – 33% Within 6 months – 33% Still looking – 33%	33%
2019	7	86%	Immediately – 83% Within 6 months – 17%	71%
2020	7	43%	Immediately – 50% Within 6 months – 25% Still looking – 25%	57% - around 80% per social media
PBAD 2020	18	94%	Immediately – 94%, 100% of those who took NCLEX One did not take NCLEX	100%

Assessment

7. Assessment

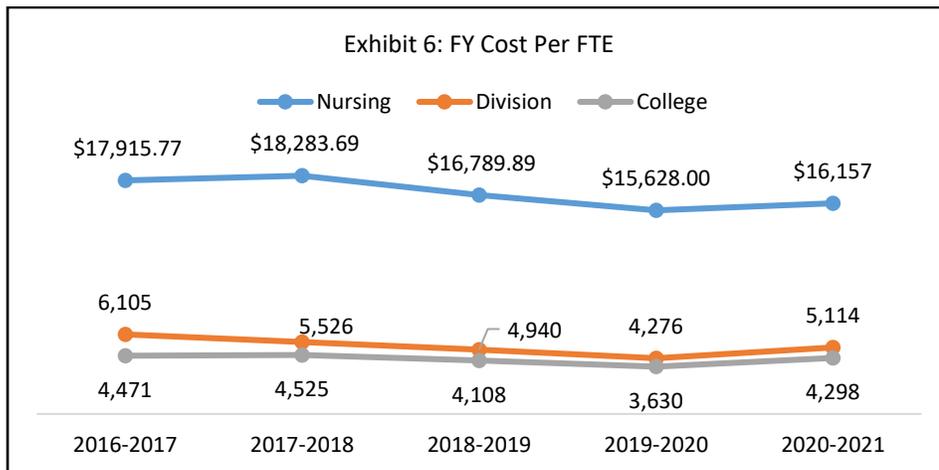
The Nursing Program has a robust assessment plan, with a regular schedule and clear map which connects both course and program-level outcomes. As per guidelines from their accreditor, ACEN, there is a focus on end-of-program outcomes and preparation for licensure

pass rates and job placement. The curriculum includes an assessment of “clinical experiences and practices learning environments,” as required by ACEN Standards.¹

Nursing faculty teach as a team in one of the three courses offered each semester. The course teaching teams hold regular meetings throughout the semester to plan learning activities, review assessments of students, address student and faculty concerns, and evaluate the course.²

The Department’s Assessment Cycle Plan includes a comprehensive, annual review of all Student Learning Outcomes, NCLEX Pass Rates, Program Completion Rates, and Job Placement information. The Plan includes the assignment of responsibility, achievement expectations and success in meeting expectations, comparison of outcomes over time, and an improvement plan for each outcome even when expectations are met.

8. Cost Per FTE, see Exhibit 6



The nursing program enjoys fiscal allocations that are sufficient to accomplish program goals. These resources are comparable to other health career programs at the College. The Head of the Department of Nursing is responsible for preparing the budget for the nursing program. Faculty are asked to submit capital budget requests to the Department Head of Nursing each year. In addition, the Nursing College Laboratory Coordinator submits an operational budget for laboratory supplies to the Department Head of Nursing. Requests for audiovisual software are submitted to Multimedia Services and approved on a rolling basis.³

¹ Standard 4.9, Accreditation Commission for Education in Nursing (ACEN), <http://www.acenursing.org/>

² Accreditation Self-Study p18

³ Accreditation Self-Study p 96

Competitive funding awards used to expand the program's mission and service to the community

Grant Funding Awards	Year	Funding Amount
Health Resources and Services Administration (HRSA) Workforce Development Grant	2016-2017	\$350,000 grant funding
Independence Foundation Intern Grant	2019-2020	\$35,000
19130 Zip Code Grant Average over 9000 contacts years	2016- present	\$180,000- total grant funding

B. Accreditation Findings

Accreditation Commission for Education in Nursing (ACEN) Recommendation for Accreditation Status

Accreditation Site Visit

February 2019

Summary of Compliance:

The associate program is in compliance with all Standards.

Continuing Accreditation:

Continuing accreditation as the program is in compliance with all Accreditation Standards.

Next Accreditation Site Visit

Spr 2027

C. Action Items

1. Continue to monitor all the Accreditation Commission for Education in Nursing (ACEN) standards for reaccreditation, meet required deadlines, and prepare for the next site visit in 2027.

Person Responsible: Department Head

Timeline: Fall 2022 through Fall 2027

2. Continue responding to RFPs that advance the program's vision, such as preparing practice-ready nurses in community-based diverse settings, the Pathways to Practice Ready Graduates – Ready to Deliver Health Care model.

Person Responsible: Department Head

Timeline: Fall 2022 through Fall 2027

3. The Department will work with the Institution to evaluate ways to expand the lab footprint to allow more effective hands-on education. In particular, more storage space could help build better learning environments.

Person Responsible: Department Head, Facilities Management, Dean of Math, Science, and Health Careers

Timeline: Fall 2022 through Fall 2027

Narrative

The Department of Nursing maintains full compliance with the Professional and Vocational Standards for the Pennsylvania State Board of Nursing education programs. The Nursing Program is an institutional member of the National League for Nursing and the Organization of Associate Degree Nursing (OADN). The Department of Nursing was one of the first three nursing programs to be recognized as a Center of Excellence by the National League for Nursing (NLN) in 2004. The Nursing Program reapplied for COE designation in 2007, 2010, 2016, and 2021. COE designation continues until 2027.

The College serves a diverse body of students, and the nursing program mirrors the demographics of the college with 38% Black, 47% White, 6% Asian, 11% Hispanic, and 8% more than one race. Over half are first-generation college students. Eighty percent of students receive financial aid. Over 90% of the class meet the federal criteria for educationally or financially disadvantaged or are from a minority race or ethnicity. The students in the nursing program are from the Philadelphia community and return to that community to work.

In January 2021, its Nursing program was awarded the [Innovations in Social Mobility: Workforce Development award](#) powered by the [Social Innovations Journal](#). In line with the 2021 awards theme, "Achieving a More Just Society," the Nursing program received this award due to its rapid development and mobilization of an innovative program, that included a workforce of nursing student interns. Immediate funding through the Independence Foundation and relationships with established community partners allowed the interns to immediately care for Philadelphia's most vulnerable residents during the onset of the COVID-19 pandemic in March 2020.

The 19130 Zip Code Project- A health center without walls, was initiated over 25 years ago in response to a need to expand clinical opportunities and prepare a workforce of nurses positioned to address vulnerable populations' healthcare needs. Initial partnerships collaborated with the Philadelphia School District school nurses and local senior centers. The project's mission is centered around addressing Philadelphians' most significant health care needs. Guided by the principles of Health People 2020 and now 2030, students and faculty assess the community served for resources, risks, and barriers to care. Over the past five years, students in the 19130 Zip Code project provided services to an average of 9000 residents yearly; these services are integral to the community's health. Over the past five years, parity with providing mental health screening and referrals was more intentionally integrated into the community rotation. This included experiences with those impacted by the opioid epidemic in Kensington. All students receive Narcan training during this rotation and recognize the struggles of those impacted with substance use disorder. The department acknowledges that our students are from the community and return to the community to work. Recognizing and mitigating the stigmas that are sometimes associated with substance use disorder are vital to providing care to this population as nurses. These services are all integral to the community's health, and our graduates an excellent resource as they return to their own Philadelphia communities to work.

The Department developed and implemented a Post Baccalaureate Associate Degree Nursing Option for the program. This option allows students with a previous bachelor's degree in another area to complete the nursing program in 14 months and with very little debt. The cost is about \$10,000. Similar "fast track" programs at local universities can cost as much as \$70,000 for one year of study. Students from CCP can enroll in an RN-BSN program upon completion of the associate degree and finish a BSN in about nine months for under \$10,000 for a total cost of \$20,000.

This new opportunity increased capacity in the traditional option by 30% as eligible students were able to move into the Post Baccalaureate Option. The first class was admitted in May 2019 and graduated in August 2020. The program is preparing to admit the 4th cohort of about 60 students. The two graduating classes are experiencing much success in gaining employment and passing the licensure exam at a 95% average.

Regardless of entry option, all graduates are encouraged from the point of program entry to pursue an RN-BSN opportunity upon completion of the associate degree. The Department of Nursing and the Transfer Office provide opportunities for representatives from RN-BSN programs to speak with students about their programs. The usual student has selected a program and is accepted prior to graduation from CCP and is able to earn a BSN within nine months to 1 year for a cost of about \$10,000.

The Nursing Department's faculty includes two Diversity Fellows. The Diversity Fellowship program provides unique opportunities for individuals from historically underrepresented groups to gain valuable teaching experience and benefit from intentional mentorship. The program's primary objective is to increase diversity within academic departments at the College; increase engagement and visibility for individuals from historically underrepresented groups; develop viable career paths for faculty from underrepresented groups; provide diverse models for the benefit of CCP students.

The Nursing Department focuses on preparing practice-ready nurses in diverse community-based settings, Pathways to Practice Ready Graduates – Ready to Deliver Health Care. This model brings the need to value health promotion efforts serving the most vulnerable populations. Preparing a workforce of practice-ready nurses who return to the same communities as ambassadors of health is a prime example of the department's core values of service and scholarship. The vision address issues related to SDOH (social determinants of health) in the underserved communities of Philadelphia. Many students are working with their neighbors and understand how the SDOH impacts these neighbors' health outcomes. Practice-ready graduates provide the trust needed to advance health in their communities.

It should be noted that the Department of Nursing prides itself on hiring graduates of our program into faculty positions. Of the 14 full-time faculty, 4 are graduates of our program, and 1 is a graduate of CCP who became a podiatrist before she was a nurse. Five of the adjunct faculty are graduates of our program as well. Considering the nine graduates of our program, 7 are women of color (77%)

Example 1

NL entered our program via the Advanced Placement Option for LPN's. From the beginning, she had an interest in pediatric care. She frequently said that her dream job was to work at CHOP where both of her sons were receiving care for chronic illnesses. NL also knew that CHOP had not hired any associate degree nurses for a number of years. In the fall of 2018, a long-time contact of ours at CHOP contacted us because they were interested in developing an internship that would increase the diversity of the nurse workforce at CHOP. They were looking for three students who would have an intense experience over the spring break and then worked as technicians at CHOP until graduation. Upon graduation, they would be interviewed for positions at CHOP. Because she was an excellent representative of our program, NL was one of the three students selected to participate. Upon graduation in May 2020, NL was hired as an RN at CHOP. She completed her RN-BSN program within the year.

Example 2

WW entered our program in the Post Baccalaureate Option (PBAD). She came to us with a bachelor's degree, not in nursing. During her community-based care rotation in the last semester of the program, she had the opportunity to do COVID testing and immunization at the Hub of Hope – a resource for the homeless population on the subway interchange. The Hub of Hope is part of Project Home. According to her clinical instructor, she excelled at managing the logistics of setting up the testing and immunizations and interacting with this population. The staff at Hub of Hope noticed her skills, and they were looking for a registered nurse for the center. Upon licensure, Project Home hired her to be the lead nurse at the Hub of Hope.

Example 3

TH is a graduate of our program's traditional option. She entered our program as a young mother with significant financial needs and was able to earn a variety of scholarships in addition to financial aid. During her time in our program, she participated in numerous activities and opportunities. Upon graduation, she accepted a position at Albert Einstein Medical Center and earned her BSN quickly. She then went on to achieve an MSN. We initially hired her as an adjunct clinical faculty. When the opportunity for a Diversity Fellow Visiting Lecturer position became available, she jumped at the chance and has been an exemplary VL. Her project for the Diversity Fellow was related to assisting students to gain access to financial resources through scholarships. In Fall 2022, she will join the department as a full-time faculty member in nursing.

Overview of Diversity Fellowship Program

Description

- Launched in 2019 as a result of an agreement reached with the Federation and the College
- Aligns with DEI Strategic Plan Pillar
- Created to increase diversity of faculty
- Created to provide experience for individuals from historically underrepresented groups to prepare for a college teaching career

Goals

- To increase diversity within our faculty
- To close the opportunity gap for faculty from underrepresented groups
- To provide necessary support to fellows
- To prepare fellows for the hiring process
- To provide an inclusive community
- To assist fellows to cultivate their networks

Opportunities Provided to Fellows

- Academic year Visiting Lecturer teaching position – includes a full-time salary and benefits – Fellow teaches up to three courses and is released for one course
- Upon successful completion of the fellowship, a guaranteed interview for a future full-time tenure-track position
- Opportunity to develop a project that addresses a DEI concern at the College
- Mentoring and Coaching sessions – assistance with employment application, interview practice and preparation
- Networking opportunities, support and access to college faculty and administration

Outcomes

- Total of 7 Diversity Fellows to date
- 4 fellows have been hired into tenure-track faculty positions

Adopted from Diversity Fellowship Overview, Goals and Roles

Questions / Discussion

Student Outcomes Committee Agenda Calendar
Monthly Topics*
2022
Updated 4/26/22

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 • CATC – The Student Experience Overview • Proposed Health & Life Science Building
April 2022	<ul style="list-style-type: none"> • Catto Scholarship Update • CCRC KPI Data for Guided Pathways • Cybersecurity Academic Program Review • Network Administration Academic Program Review
May 2022	<ul style="list-style-type: none"> • Faculty Promotion Approval • Nursing Academic Program Review • Diversity Fellowship Update
June 2022	<ul style="list-style-type: none"> • Education: Early Childhood (Birth to 4th Grade) Academic Program Review • Dual Enrollment Update • Diversity Certificate Programs • Year in Review
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.

ACADEMIC PATHWAYS 2021-2022

Community College of Philadelphia offers degree programs that, upon successful completion, will earn you an associate degree and the possibility of transferring to a four-year college or help you get started on the path to a new career in an in-demand field. The College also offers academic and proficiency certificate programs designed to be the path to a new career or an associate degree.

HEALTH CARE

Degree Programs

- Dental Hygiene*
- Diagnostic Medical Imaging*
- Health Care Studies
- Health Services Management*
- Medical Laboratory Technician*
Nursing*
- Public Health
- Respiratory Care Technology*

Proficiency Certificate Programs

- Medical Assistant
- Medical Insurance Billing
- Ophthalmic Assistant
- Patient Service Representative
- Personal Training

- **New Programs, Fall 2021**

* **Select program; please refer to the All Offerings page on the College website for additional information.**

Revisions may be made to the College's program offerings.

Please refer to the College Catalog at www.ccp.edu/college-catalog for the most up-to-date list of programs.

SCIENCE AND TECHNOLOGY

Degree Programs

- Applied Engineering Technology
- Biological Sciences
- Biology*
- Biomedical Equipment Technology
- Chemistry*
- Computer Information Systems – IT
- Computer Science*
- Cybersecurity
- Engineering Science*
- Mathematics*
- Network Administration

Proficiency Certificate Programs

- Biomedical Equipment Technology I and II
- Computer Programming I – Application, Web and Database Development
- Computer Programming II – Algorithms and Computation
- Cybersecurity I and II
- Data Science
- Mobile Application Development
- Network and Systems Administration
- Web Development I
- Web Development II – Cloud Computing*

DESIGN, CONSTRUCTION AND TRANSPORTATION

Degree Programs

- Architecture
- Automotive Technology
- Construction Management
- Facilities Management
- Interior Design

Proficiency Certificate Programs

- Advanced Automotive Repair Professional*
- Architectural Visualization
- Automotive Service I
- Automotive Service II*

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continued on reverse >

ACADEMIC PATHWAYS 2021-2022

BUSINESS, ENTREPRENEURSHIP AND LAW

Degree Programs

Accounting
Business - Accelerated*
Business - General
Business Leadership
Criminal Justice
Culinary Arts
Fashion Merchandising and Marketing
Fire Science
Individualized Studies*
Paralegal Studies*
Tourism and Hospitality Management

Proficiency Certificate Programs

Accounting Paraprofessional
Business Leadership
Corporate Social Responsibility
Culinary Arts I
Culinary Arts II*
Digital Investigations
Electronic Discovery
Entrepreneurship and Small Business
Management
Fashion Retail Sales and Customer Service
Fire Science and Public Safety
Geographic Information Systems
Paralegal Studies*
Post-Baccalaureate Accounting*
• Project Management
Tourism and Hospitality Management

CREATIVE ARTS

Degree Programs

Art and Design
Digital Video Production
Music Performance*
Photographic Imaging
Sound Recording and Music Technology
Theater

Proficiency Certificate Programs

Acting
Digital Imaging
Digital Video Production
Music Production
Piano Technician*
Technical Theater

LIBERAL ARTS AND COMMUNICATIONS

Degree Programs

American Sign Language/
English Interpreting*
Black Studies
Communication Studies
English
International Studies
Liberal Arts
Liberal Arts - Honors*
Mass Media

Academic Certificate Program

Creative Writing

Proficiency Certificate Programs

American Sign Language/English
Interpreting I* and II* Post-Baccalaureate
• Religious Studies

EDUCATION AND HUMAN SERVICES

Degree Programs

Behavioral Health/Human Services
Education – Early Childhood
• Education – Middle and Secondary Level
Liberal Arts – Social/Behavioral Science
Psychology

Academic Certificate Programs

Human Services
Recovery and Transformation

Proficiency Certificate Programs

Early Childhood Education
Recovery Leadership

• New Programs, Fall 2021

* **Select program; please refer to the *All Offerings* page on the College website for additional information.**

Revisions may be made to the College's program offerings.

Please refer to the College Catalog at www.ccp.edu/college-catalog for the most up-to-date list of programs.

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, May 18, 2022 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Michael Soileau, presiding; and Mr. Rob Dubow. Ms. Mindy Posoff participated in the Zoom meeting after item 4.

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Kris Henk, Ms. Marsia Henley, Mr. Gim Lim, Mr. Randolph Merced, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. Vijay Sonty, Mr. John Wiggins, and Victoria Zellers, Esq.

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

PUBLIC SESSION
AGENDA

Mr. Soileau called the meeting to order at 9:00 A.M. and briefly outlined the agenda items. He stated that the first item is re-contracting with our vendor, Allied Universal Security, for Security Services; the second agenda item represents another change order for the Career & Advanced Technology Center (CATC); the third and fourth agenda items deal with our Marketing team (a) in sponsorship with the 2022 Made in America Festival to ensure how the College's brand will be noticed especially side by side with Temple, Drexel, and a few others, and (b) continuing the engagement of Harmelin Media who does the College's media buys; the fifth agenda item deals with the College's insurance renewal program; the sixth agenda item deals with the College's 2022-2023 College Budget; and agenda item seven deals with future Business Affairs Committee meetings.

Before Mr. Eapen started with the first agenda item, Mr. Dubow and Mr. Soileau requested that, in addition to identifying what is in the budget, if an issue is driving a variance, for Mr. Eapen to "call it out" before the Committee votes.

(1) Award of Bid for Security Services (Action Item)

Background: An RFP process was recently completed to develop and recommend a firm to provide the College's contract security services. Attachment B provides a description of the security RFP process and analysis of each firm who submitted a response and a justification for the recommended award to Allied Universal Security (AUS). Allied Universal had \$166 million spend with their diversity partners in 2021. Allied Universal has partnered with Sovereign Security to meet the RFP 25% minority participation goal. Sovereign was founded in 2004 by Mr. Richard Cottom. Mr. Cottom is the former Director of Safety & Security for CCP and former VP of Public Safety for Drexel University. Sovereign is an established MBE company and has been recognized as one of the "Philadelphia 100" fastest growing companies.

Discussion: Mr. Eapen stated that Allied Universal is the College's current vendor. He stated that the College underwent an RFP and that seven vendors attended the pre-bid meeting. Four presented formal proposals: He stated that College staff did extensive meetings with the four finalists: AUS, GardaWorld, Securitas and Philadelphia Protection Unit (PPU).

Mr. Merced stated that the evaluation committee ensured that the bidders were in alignment with the College’s goals and Strategic Plan. He highlighted the areas of the criteria used to evaluate the firms including the effectiveness of guard services; ensuring the diversity of the College, including students and staff, was recognized and supported and having its own staff be diverse; having a comprehensive hiring process; experience in the higher education market; customer service; and recordkeeping which covers keeping costs in line. Mr. Merced stated that Allied Universal provided the most flexibility in their proposal. He stated that Allied Universal was very responsive during the pandemic; provided the best cost of services; and possessed notable strength of partnering with Sovereign Security to meet the RFP 25% minority participation goal.

Totals	First year	Year 2	Year 3
AUS	\$2,250,000	\$2,370,000	\$2,485,000
GardaWorld	\$2,751,443	\$2,852,831	\$2,960,731
Securitas	\$2,592,103	\$2,666,552	\$2,745,733
PPU	\$2,281,781	\$2,293,672	\$2,293,672

Ms. Henley provided the demographics for Allied Universal. She stated that the firm has a local office in Philadelphia which has 4,900 employees, of which 90% are minority employees. Ms. Henley stated that at the College, there are 68 rotating Allied Universal employees, of which 94% are minority employees.

Mr. Eapen emphasized that Allied Security is in partnership with Sovereign Security, which is a minority-owned firm, based in Philadelphia. He stated that the contract will give Sovereign Security 25% of the purchase order. Mr. Eapen stated that the actual order will be slightly lower than what was bid. He stated the following not-to-exceed amounts: Year 1 - \$2,250,000; Year 2 - \$2,370,000; and Year 3 - \$2,485,000.

Mr. Eapen stated that given that the Northwest Regional Center will be managed differently and College staff can make some personnel changes, College staff feel that they can lower the amount that was bid to the amount listed above. He stated that the bid is actually based on the hours of service, thereby giving the College the flexibility to determine the amount.

Mr. Dubow asked what is the amount of the contract with Allied for this year. Mr. Eapen responded approximately \$2.2 million. Mr. Dubow asked to get the lower price, where will that reduction be. Mr. Eapen stated that classes at the Northwest Regional Center have been paused and that the staff at the Northwest Regional Center will be moved to the Main Campus along with the shift account manager. He stated that Mr. Merced will align the security officers differently in order to get to the number we want ensuring that the College is safe which is the College’s number one priority.

Note: Based on discussions, the bid amounts for Allied Universal Services (AUS) for Year 1, Year 2 and Year 3 have been changed in the above chart and in Attachments A and B to reflect the following not-to-exceed amounts:

Year 1 \$ 2,250,000
Year 2 \$ 2,370,000
Year 3 \$ 2,485,000

Action: Mr. Dubow moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board the awarding of a 3-year initial contract not to exceed the following amounts: Year 1 - \$2,250,000; Year 2 - \$2,370,000; and Year 3 - \$2,485,000 with two (2) one-year options to Allied Universal Security Services effective July 1, 2022. The contract will be paid from the Operating Budget. The motion passed unanimously.

(2) Ernest Bock & Sons, Inc. Change Order Two for the Career & Advanced Technology Center Project (Action Item)

Discussion: Mr. Eapen stated that this change order in the amount of \$112,698 will be in addition to change order one which brings the total change orders to \$318,937, thereby increasing the original contract amount of \$16,222,000 to \$16,540,937, an increase of roughly 2% (1.97%).

Mr. Wiggins stated that this change order is the result of design changes, added educational items, unforeseen conditions, and expediting the elevator installation to stay on track for the College's fall opening in September. See breakdown of costs in Attachment C.

Mr. Eapen wanted the Committee to be aware that change orders for McGoldrick and Ernest Bock will be presented at a future Business Affairs Committee meeting.

Action: Mr. Dubow moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the Ernest Bock & Sons, Inc. Change Order Two for the Career & Advanced Technology Center Project in the amount of \$112,698. The change order will be paid from the Bond Proceeds. The motion passed unanimously.

(3) Sponsorship of the 2022, Made in America Festival – September 3-4, 2022 (Action Item)

Discussion: Dr. Rooney stated that in addition to having community elements, the Made in America Festival is essentially an opportunity to advertise the College's brand ensuring that the College is alongside the other four-year institutions that will also be present.

Dr. Rooney stated that the country's most popular music 3-day festival, the annual Labor Day Weekend festival curated by Jay-Z features a diverse lineup of musicians along the Benjamin Franklin Parkway. Dr. Rooney mentioned that in 2021, more than 60,000 people attended the concert each day, and media and digital coverage created an additional 4.2 billion impressions and 13 million viewers.

Dr. Rooney stated that Marketing was very excited when asked to join a new component for the Made in America Festival. She stated that for the 2022 festival, Community College of Philadelphia has the opportunity to be onsite in the festival's College Village in a 10' x 10' space. She stated that digital elements of the sponsorship include branded image/video content on concert screens between acts, push notifications from the festival's app, banner ads on the app and website, and curated digital content leading up to the festival.

Dr. Rooney stated that the College will benefit from amplification and PR support through the festival's digital/social, paid media, local/national PR and talent. She stated that Ms. Erica Harrison and Ms. Kris Henk, in addition to negotiating 25 general admission tickets to the festival to use as giveaways to students, faculty and staff; they are negotiating a "spend a day" session for a student at Roc Nation's headquarters in NYC which will give the student a "great moment" for career development as well as a social media for the College.

Dr. Rooney stated that for the first time, we will be featuring the College's garage as a preferred parking option for concertgoers. She stated that Mr. Eapen, Mr. Sawyer and Ms. Harrison worked to find a rate landing us at a rate of \$10,000 for folks who are going to the festival and who would prefer to pay our rate (and not the Art Museum's rate) and walk over to the festival from the College's parking garage.

In addition, Dr. Rooney stated that a few issues are still being worked out with Roc Nation, mostly where can we place the College's van. She stated that if we are unable to put the College van inside the festival's College Village, we will place the College van near the College's parking garage as use that as a "satellite" spot for additional admissions recruitment. Dr. Rooney stated that staff is also working with Roc Nation to involve the College's Spring Garden Records and establishing a scholarship in the amount of \$5,000.

Mr. Soileau asked if there is a possibility to get a local celebrity, and for staff and the 25 students who will be participating in the festival to have branded shirts. Dr. General mentioned perhaps there is a possibility to get QuestLove, a drummer and alumni of the College. Mr. Soileau asked about a connection point with Spring Garden Records. Dr. Rooney stated that staff would like to have a Spring Garden Records artist performing during the festival; however, it was clear that any SGR artist will not be able to perform on stage but perhaps on festival grounds or stationed by the College's parking garage. Mr. Soileau stated that this can be served as a model for the College to use the garage for future festivals in the City.

Dr. Rooney stated that the total expenditures will be \$100,000 paid to Roc Nation and it is already budgeted. She additionally mentioned that staff will be receiving a report from Roc Nation regarding the digital media work involved which will enable staff to give a follow-up report in terms of what the College got out of the festival.

Mr. Soileau added that NBC will be covering the event and if there is an opportunity for Dr. General and Dr. Rooney to be interviewed. Mr. Dubow asked if the \$100,000 was the standard rate for colleges. Dr. Rooney answered in the affirmative. She stated that is the rate all the colleges will be paying at College Village.

Action: Mr. Dubow moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board the approval of total expenditures in the amount of \$100,000 be paid to Roc Nation for the sponsorship of the 2022, Made in America Festival, September 3-4, 2022. The expenditures will be paid from the Operating Budget. The motion passed unanimously.

(4) Harmelin Media Fiscal 2023 (Action Item)

Discussion: Harmelin Media is the College's professional media buyer and pass-through agent for numerous media buys throughout the year. Mr. Eapen stated that Harmelin Media's approval of payments for the summer/fall advertising will start on July 1, 2022 and additional advertising will continue through June 30, 2023. The final advertising push of the fiscal year is designed to promote enrollment for summer parts of term and the fall semester. Mr. Eapen stated that he and Dr. Rooney have met to clarify the dollar amount for Fiscal 2023 and it is \$1.7 million. Mr. Soileau asked for clarification on how the \$1.7 million will be spent. Mr. Eapen stated that the total purchase orders made through Harmelin Media for the entire fiscal year 2023 will not exceed \$1.7 million and the funds will be paid from the Operating Budget. Mr. Dubow pointed out that the agenda stated \$1.22 million. Mr. Eapen stated that through his conversations with Dr. Rooney, the amount needed to be corrected and is accurately reflected in the fiscal year 2023 budget. Mr. Dubow asked what change caused the increase in the amount. Mr. Eapen stated that College staff wanted to go with the total annual amount of \$1.7 million which is in the budget. Mr. Soileau requested that the total amount be changed in the meeting minutes.

Dr. Rooney stated that the Marketing team is looking at awareness and visibility advertising which gives us a foundation for making the rest of the buy work. She stated that in addition to the awareness and visibility advertising, staff are also "carving out" funds to promote campaigns for CATC, workforce programs, Power Up., specific credit programs, open houses and other events on campus. Dr. Rooney stated that breaking down the \$1.7 million, 15% or \$255,000 will be spent on TV (local network and cable). In addition, another 15% or \$255,000 will be spent on out-of-home advertising, e.g., billboards. Dr. Rooney provided another example. Pizza boxes are being distributed throughout the City, marketing "Your Future Is Delivered Here." She stated that 20% or \$340,000 will be spent on transit, e.g., SEPTA buses and trains. Dr. Rooney added that 10% or \$170,000 will be on streaming and 40% or \$680,000 on digital. The total budgeted spend is approximately \$1.7 million. Harmelin Media receives a small percentage of the media buys based on its negotiated rates with the different vendors.

Dr. Rooney provided background on Harmelin Media. She stated that Harmelin Media is national but has a local office based in Bala Cynwyd, PA. Harmelin Media is women-owned and led (CEO, president, EVPs); a certified Women's Business Enterprise, with 61% female; 53% white and 47% non-white.

Note: Workforce demographics for Harmelin are as follows: 9% African American or Black; 7% Asian/Pacific Islander; 2% Hispanic; 3% multi-racial; 79% white. Numbers shared in the meeting listing the Harmelin workforce as 53% white and 47% non-white (of the 47% non-white: 46% Asian, 29% Black, 13% multi, 8% Hispanic and 4% other) were related to 2021 new hires only and demonstrate the firm's commitment to diversifying a traditionally white industry.

Mr. Soileau asked how Harmelin Media interacts with all of the work around the new website and the new brand. Dr. Rooney responded she believes the new website will be delivered in the fall, and the College, along with Harmelin Media, will be building out specific pages and sites around enrollment, workforce and CATC. She added that Harmelin will be helpful in what messaging will be impactful for the demographics that the College is looking to serve.

Mr. Soileau asked if there was an out clause in the event the College was not satisfied with Harmelin Media's performance. Dr. Rooney stated that there is no year-long agreement in place with Harmelin Media. Rather, the College places a series of purchase orders through Harmelin Media for each buy. If the College isn't satisfied with Harmelin, it can end the arrangement at any time and find a new media buyer for future placements. Mr. Dubow asked about the performance indicators and how they are traced back to the specific spend. Ms. Henk stated that the Marketing team is looking at television, including household ratings; and outdoor route locations based on traffic and volume of vehicles. She stated that on the digital side, the College is currently running on social media over 300 leads and receiving names, phone numbers and email addresses from people who sell our ads. Ms. Henk stated that the summer campaign is almost equal in the leads that they are generating. She added Marketing is featuring entrepreneurship, Sound Recording Music Technology Program and the new public health degree program which is falling behind. However, Ms. Henk stated she will be changing the creative on the program to generate more interest. She stated that TikTok is off to a great start generating nearly 4,000 click throughs in May. Mr. Dubow asked if the spend will be changed depending upon what is working and what is not. Ms. Henk answered in the affirmative.

Note: Please note that in the agenda, the original ask was \$1.22 million. However, after a meeting with Mr. Eapen and Dr. Rooney, the ask is now to approve Harmelin Media as the College's media buyer and the approval of a series of purchase orders for various media buys not to exceed \$1.7 million for the 2023 fiscal year consistent with the College's operating budget.

Action: Mr. Dubow moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board the approval of Harmelin Media as the College's media buyer and the approval of a series of purchase orders for various media buys not to exceed \$1.7 million for the 2023 fiscal year. This expense will be paid from the Operating Budget. The motion passed unanimously.

(5) Fiscal Year 2022-2023 Insurance Renewal (Action Item)

Discussion: Mr. Sawyer stated that the College's annual insurance will expire on June 30, 2022 and the new renewal will be effective July 1, 2022. Attachment D contains the summary of the insurance premiums and coverages based upon the insurance renewal process conducted by Willis Towers Watson, the College's broker. The insurance premiums increased from \$1,058,142 in 2021-22 to an estimated \$1,091,091 in 2022-23, an increase of 3%.

Mr. Sawyer highlighted the following. The 2022-2023 insurance renewal came in at \$1.18 million as we wait for our final cyber renewal. He stated that the property insurance came in at 21% higher than last year's premium due to material change in exposure as well as the recent adverse claims history for the College; a decrease in the College's Workers' Compensation of 9% mainly due to our budget by freezing certain positions; and the College's cyber renewal of a projected cost of \$40,034.

Mr. Soileau asked if Willis Towers Watson, the College's broker, is keeping the same underwriters for each of the policies. Mr. Sawyer stated that the College is keeping the carrier, CM Regent for several policies, and all policies are succinctly attached. Mr. Eapen added that the best deal is to maintain CM Regent for several of the insurance lines.

Action: Mr. Dubow moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the 2022-23 insurance program, with a total cost of \$1,189,227 including the broker fee and CATC insurance coverage. Please refer to Attachment E. The 2022-2023 insurance will be paid from the Operating Budget.

(6) 2022-2023 College Budget (Action Item)

Discussion: Mr. Eapen reviewed the highlights of the proposed 2022-2023 College Budget with the members of the Business Affairs Committee. The 2022-2023 Budget Summary was presented at the meeting. Please refer to Attachment F. Mr. Eapen stated that at the last Board meeting, there were two major impacts: (1) Summer 1 enrollments, which is part of the current 2021-2022 year, is lower than anticipated (-\$500,000); and (2) the market value of the College investments has a reduction value of \$1.8 million. He stated that as we approach June 30th, staff will get a better feel for the market value.

Mr. Dubow asked about the status of enrollments for Summer 2. Dr. Shannon answered that the College is slightly better, 17% down. Mr. Dubow then asked if this adds into the negative \$500,000. Mr. Eapen stated in the affirmative, that it would add to the \$500,000 cap. He stated that Dr. General's would like to go with -3% as to what we are experiencing the current year. Mr. Dubow asked if Summer 2 enrollments come in at -17% and if fall and spring numbers are lower than anticipated, how is the budget adjusted. Mr. Eapen stated that at the advice of the Committee, the budget has been reduced by \$8.7 million including reducing vacancy positions. He stated that on the expense side, staff have reduced security, cleaning services, and other line items, a reduction of approximately \$2.1 million. Mr. Eapen stated that staff may have to look into reserves in order to capture the loss revenue. Mr. Dubow asked if staff will be dipping deeper into reserves this year until we receive the results of the two consultant reports and hoping for substantial changes for the longer term. Mr. Eapen stated that staff will be working on the RFP for the Asset Review Consultant Engagement.

Mr. Eapen reviewed the summary of the 2022-2023 budget (Attachment F) highlighting the operating, capital, and Catto Scholarship Program. He stated that the total current operating revenues for operating was \$130.9 million; for capital, \$10.5 million; and for the Catto Scholarship Program, \$10.7 million. He pointed out the Total Sources of Funds - \$132.9 million in operating; \$11.1 million in capital; \$10.7 million in Catto Scholarship Program, totaling \$154.8 million. Mr. Eapen addressed the Application of Funds in the chart. He stated that the 2022-2023 budget is reduced by \$7.8 million from the current 2021-2022 budget.

Mr. Eapen mentioned that Dr. General's will be doing a formal presentation to the Board showing highlights of the budget. Mr. Soileau requested that College staff discuss next steps for the actual 3-year budget at the Board meeting. Mr. Dubow concurred with this approach.

Action: Mr. Dubow moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the 2022-23 College Budget. The motion passed unanimously.

(7) Future Business Affairs Committee Meeting Dates (Information Item)

Mr. Soileau stated that there is a list of Business Affairs Committee dates for future meetings. Future meeting dates are included in Attachment G. Also included are the Business Affairs Committee as a Whole Meetings.

(8) Next Meeting (Information Item)

Mr. Soileau stated that the next regularly scheduled meeting of the Business Affairs Committee is set for Wednesday, June 22, 2022 at 9:00 A.M.

The meeting adjourned at 10:00 A.M.

**Im
Attachments**

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

AGENDA: May 18, 2022

Agenda No.	Vendor/Consultant	Amount	Source
1.	Allied Universal Security Services (AUS)	Year 1 – Not to exceed \$2,250,000 Year 2 – Not to exceed \$2,370,000 Year 3 – Not to exceed \$2,485,000	Operating Budget
2.	Ernest Bock & Sons, Inc.	\$112,698	Bond Proceeds
3.	Roc Nation	\$100,000	Operating Budget
4.	Harmelin Media	Approximately \$1.7 million	Operating Budget
5.	Willis Towers Watson	\$1,189,227	Operating Budget

ATTACHMENT B

Award of Bid for Security Services

Award Justification Statement
RFP #10117 – Contracted Security Guard Services

Overview of Security Guard RFP Process:

Focus on Strategic Partnership/Customer Service

Until 2003, the College treated the hiring of a security firm as a commodity purchase, buying a specified amount of guard hours and supervision at an agreed-upon amount with the contractor's overhead costs factored into the rates. This put the College in the position of being compelled to look favorably on the lowest bidder because costs were emphasized. For the last three RFPs, the RFP was rewritten to emphasize a strategic partnership approach. The security program is a vital component in the delivery of comprehensive student services. The goal is to identify security firms that have the capacity to partner with the College to provide complete security services with a greater emphasis on college mission/values alignment and a commitment to actively working with college staff to ensure a safe environment for students and staff. In addition, the College has placed a greater emphasis on customer service and support for the total student experience. Also, a key goal in this RFP process was to identify a minority and/or woman-owned business either as a sole provider or having the successful firm partner with a minority firm for 25% of the annual contract value.

RFP Process

Invitations to bid on Community College of Philadelphia's contracted security services were sent via the online bid management system Penn-Bid, which solicits participation by NIGP categories. Companies ranged from local companies to nationally known firms. All were given the criteria to bid on the College's contract. Institutional experience was a requirement, higher educational experience was important as was the inclusion of MWDBE participation among other criteria.

A Pre-bid meeting was held on Wednesday, April 20, 2022. Seven (7) vendors attended the pre-bid meeting. At the pre-bid meeting, points pertaining to bid specifications were clarified, vendors' questions were addressed, and a tour of the College's facilities and regional facilities was given. Four (4) presented formal proposals.

A committee composed of staff members from the Events Management, Legal Counsel, Public Safety, and Purchasing interviewed the remaining proposals. The four firms who submitted proposals were interviewed on Wednesday, May 11, 2022. They were:

- Allied Universal Security Services
- GardaWorld Security

- Securitas Security
- Philadelphia Protection Unit (PPU)

Each firm was asked to present an overview of their proposals and the evaluation team drafted a list of questions to be used during the interviews to further garner insight into each firms' operations.

Philadelphia Protection Unit was interviewed but ultimately eliminated based on the Committee's evaluation of their proposal submission, failure to provide information and documentation of being a signatory to the collective bargaining agreement (CBA) with SEIU 32BJ which the security guards belong.

Garda Security was eliminated as their higher education experience was limited; local presence to the Philadelphia market was not consistent with the College's needs; the Committee felt that Garda security did not have a plan in place for fulfillment of a minority vendor participation as required by the RFP; and the Committee felt that the administrative and management structure of the firm was not currently capable of handling the needs of the College.

Securitas was eliminated based on the Committee's evaluation chiefly because of the limited higher education experience they have in the Philadelphia market; and the Committee felt that Securitas had a management staff that would not fulfill day to day operational support.

Allied Universal Security

One of Allied Universal's notable strengths is their training commitment for the higher education market. They have developed and utilized an entire training program for this market via their School of Higher Education Officer Training. A sampling of modules includes: diversity, Clery Act, FERPA, and Understanding Young Adult Behaviors. In addition, they require all employees to take the National Terrorists Training and offer incentives to employees for pursuing additional training such as their Master Security Officer training. The Allied Universal oral and written presentations were the best prepared and most comprehensive. Their upper management team who would be responsible for the account were all present. Programs and policies were in line with their Core Values: Communication, Professionalism, Competence, Care & Clarity of Role. A key new initiative proposed for the College by Allied Universal is the "White Glove Customer Service" training program which is intended to significantly increase the performances of the guards in delivering customer services customized to the needs and expectations of the client.

RFP Evaluation Criteria

This section contains an outline of the criteria used to assess the potential contracted security firms and an assessment of how well each firm meets the criteria. (Selection criteria are in bold type.)

A. Effectiveness of Guard Services

Demonstrates staffing patterns for contract security that reflect diversity of Community College of Philadelphia's students and staff including age, race and sex.

AUS met this criterion adequately. AUS provided a demographic profile of their current guard pool. In all cases, the guard pools reflected an acceptable population mix along age, sex, and ethnic/race lines.

Has an effective hiring process that encompasses a detailed background check and fitness to serve as part of Community College of Philadelphia's security staff.

AUS appear to have the most effective hiring process. An eight-hour pre-service training program is used by each firm after initial screening to further assess an applicant's potential capabilities as a guard and appropriateness for a particular account. No guard will be assigned to the College without acceptable results from a background check using college-defined criteria.

Note: During the COVID shut down the college requested a reduction of staff for the duration of the shutdown. AUS has proven to be flexible honoring the college request by re assigning officers to other sites and retaining employees so that when the college restarted, most of the officers re assigned where able to rejoin the account with no interruption in pay.

Has had successful experiences in managing higher education accounts. Local higher education experience is highly desirable.

AUS has higher educational accounts including are education hospitals, commercial accounts or occasional/special services accounts with some educational presence in New Jersey. Allied Universal Security has the largest share of higher educational accounts in the Philadelphia region and dominates this sector. Based upon its extensive higher education experience, Allied Universal Security is best positioned to understand and service the needs of the College.

Provides guards who are people-oriented and present a professional, cooperative, and neat appearance. References reflect a consistent pattern of good client relationships and responsiveness to client needs.

AUS has built into their screening process a personality/psychological component whereby questions are posed to potential employees to assess their strengths and/or weaknesses. This information is used proactively to place employees in positions or areas where they are more suited to excel.

The references for AUS indicate that staff is consistently neat in appearance and properly uniformed when on the site. All references confirm that contact with local management takes place on a consistent basis and requests for urgent and/or emerging needs of the client are handled reasonably well.

Provides effective training programs on a pre-service and in-service basis, covering both general security practice principles and site-specific information.

Allied Universal's training is handled in person at their Center City facility with extensive additional training available at its Conshohocken headquarters. Allied Universal had the strongest training commitment to higher education. They have developed an entire training module for the higher education market which has specific focus on issues affecting this segment of the market. Allied Universal delivers customized training throughout the year based upon the needs of guards at a point in time. The Committee was impressed with the thoroughness of Allied Universal's printed training and testing materials. The Committee was impressed with the AUS customer service training model and finding the right officer for the right job initiative through meticulous human resources screening, testing, and performance evaluations. AUS guards' training activities electronically tracked so that human resources can pool officer into specialized categories for best fit employment. Each employ full-time trainers to deliver their programs to new employees.

Maintains an acceptably low rate of employee turnover.

Allied Universal's annual turnover at the College is approximately 25%. Included in their calculation are categories for moved, school, personal, violations etc. The general industry standard is around 50%. The College's RFP specifications establish a formula to provide a small monetary gain if the contractor can maintain turnover at a low rate.

Has successful track record for dealing with a diverse population similar to that working and studying at Community College of Philadelphia.

Allied Universal Security meets this criterion and, as the incumbent supplier, has proved this capability with their on-site guard and account management staff.

B. Supervision of Account

Maintains a strong Philadelphia presence, providing immediate 24-hour access to firm's senior management for rapid problem-solving and timely resolution of emergency situations.

Allied Universal Security have continuously staffed command operations center. U.S. Security states that management staff is available for emergency response via electronic communications protocols. Allied Universal Security provides several field supervisors who are on the road 24 hours a day to perform unannounced site visits and respond to emergencies. AUS provide senior staff with cell phone/pagers for timely contact with the client. Allied Universal collaborates with the City of Philadelphia's Emergency Communication liaison system as well as with police and fire communications systems.

Account supervision will be able to respond in a timely fashion to the College's requests for special services, e.g., assistance in a criminal investigation, requests for account information, etc.

AUS provides additional services (e.g., background investigations, surveillance, covert camera placements).

Guard pool is adequate to meet Community College of Philadelphia’s needs at peak-load times and to deal with last-moment needs for additional security staffing.

Allied Universal indicated that, given sufficient notice, special coverage can be accommodated. Each has depth of staff in the Philadelphia region and is positioned to react to emergency coverage requirements. Allied Universal Security, by virtue of its large regional higher education client-base, has by far the largest experienced guard pool familiar with college/university events. A key strength of Allied Universal has been their ability to provide full staffing for major events on short notice.

Maintains good relationships with local police and has ability to do police checks based upon established working relationships with police.

Allied Universal Security maintains an excellent relationship with the Philadelphia Police Department. They have contacts with local district supervision, as well as contacts within the Commissioner's Office. Allied is heavily involved with planning for the major events to the city.

C. Record Keeping and Costs

Demonstrates an acceptable reporting system for monitoring guard deployment, reporting incidents, and auditing account for payment purposes.

Allied Universal requires that guards report to their shift supervisors and/or sign log-in sheets both before and after their scheduled shifts. Allied Universal, at sites where a shift supervisor is not present, will have an electronic verification system to assure the guard is at their respective post on time. Both firms indicated that, based upon the size of the account, they would place a dedicated scheduling and billing computer at the College.

Cost for offering services.

The first-year contract amounts were \$2,561,474 for Allied Universal Security. In addition, approximately 36 officers would be entitled to the union Health and Welfare benefit package. The College would be billed monthly as a straight pass through of the cost of this package at \$640 per month per officer for an annual total of \$ 341,961. This cost is included in the total projected cost.

Totals	First year	Year 2	Year 3
AUS	\$2,250,000	\$2,370,000	\$2,485,000
Garda	\$2,751,443	\$2,852,831	\$2,960,731
Securitas	\$2,592,103	\$2,666,552	\$2,745,733
PPU	\$2,281,781	\$2,293,672	\$2,293,672

ATTACHMENT C

Breakdown of Costs

Ernest Bock & Sons, Inc. Change Order Two for the Career & Advanced Technology Center Project

COR	Description	Cost
5	Added Stainless Steel Counter Tops	\$ 2,125.00
20	Excavation Costs for MEP Underslab Utilities unforeseen condition	\$ 24,000.00
24	PR-03 - Signage and Bike Rack - LEED required	\$ 1,734.00
27	Added Insulation at roof per RFI 00126	\$ 564.00
28	ASI - 023 - Additional framing plan change	\$ 11,801.00
33	Lintel Added to replace Door G43A-1 Fire Damper	\$ 479.00
34	ASI GC-0026 - CL 1 Wood Blocking roof design	\$ 1,555.00
35	ASI GC-025 - Nosing for Stairs at Ludlow Street - safety add	\$ 1,686.00
38	T&M Framing Repair Work on 2nd and 3rd floors for duct changes	\$ 1,667.00
44	Bulletin #6 - Wood Blocking for classroom change	\$ 1,095.00
46	ASI GC-029 - Furniture and TV Blocking added screens	\$ 3,989.00
47	Genco - Conflicts on Wall Types	\$ 1,700.00
52	Drywall Soffit over IW10 & IW11 added	\$ 4,000.00
56	Patching for Ductwork Overcuts - T&M	\$ 2,084.00
59	Mid-Atlantic - Added Column Plates	\$ 1,524.00
60	K-13 Overspray Removal - T&M	\$ 1,550.00
61	R&R Ceilings - Added Axiom Trim	\$ 6,889.00
63	Philadelphia Carpentry T&M fire rating change	\$ 1,599.00
64	Schindler - Elevator Expedited Costs	\$ 31,199.00
65	Stenton - Prep Work Ceilings protection - 3rd Floor	\$ 4,340.00
68	Stenton - Prep Work Ceilings protection - 2nd Floor	\$ 7,118.00
	Total:	\$ 112,698.00

ATTACHMENT D

Fiscal Year 2022-2023 Insurance Renewal

Introduction

The College's insurance program is reviewed annually prior to the July 1 renewal with its insurance brokers, Willis Towers Watson (WTW) and Bradley & Bradley (herein after WTW). During the renewal strategy meeting held on February 22, 2022, it was decided that WTW would approach the incumbent insurance carriers with the intent of securing identical coverages at premiums as close to expiring as possible and approach other selective insurance carriers that offer equally comprehensive insurance coverages, terms and limits for the Higher Education Industry. The commercial insurance marketplace continues to show signs of distress, a combination of the following: increased property loss events, rising 3rd party liability actions and resulting increased liability awards and defense costs, and 1st party employee injuries with rising legal and medical costs coupled with poor underwriting results and carrier investment earnings. The marketplace over the last 3 years (renewal cycles) changed drastically with most of the Higher Education Industry seeing insurance premiums increase by an average of 30-50% over that time; however, CCP has weathered this difficult insurance period and avoided a negative impact to its insurance portfolio costs based on ongoing timely and effective marketing negotiations by WTW. With the marketplace continuing to struggle and the ongoing economic impact brought by the COVID-19 pandemic, the College anticipated and planned for higher than normal increases in premium cost. Following an aggressive marketing campaign on the lines of insurance representing the largest cost portions of the College's portfolio, we were successful in maintaining costs in line with our forecasted budget. At the time of this report, we have secured all of our insurance results with the exception to the College's cyber liability coverage which WTW is still negotiating. Absent the cyber line, the College's budgeted insurance premium costs (including the CATC Standalone coverage) were approximately \$1.22M and our renewal costs to date are \$1.18M. A highlight of the key results follows:

Property

The incumbent carrier, CM Regent, offered a renewal premium of \$280,940, which is \$48,372 or 21% higher than the expiring premium – however this was based on a very material change in exposure as well as the recent adverse claims history for the College. Over the last 2 years with CM Regents, incurred losses exceed paid premiums; generating a loss ratio of 106%. During FY22, the College's appraised property values were reviewed and, based on sound replacement cost values at current market rates (labor and material for like-minded purposes and structure) were increased 7% from \$496,560,452 to \$530,078,975. The rate per \$100 of Total Insured Values increased from \$0.4068 on the expiring policy to \$0.0530 for the renewal. The carrier also agreed to increase the College's asset protection by \$30 Million by converting the policy from a loss limit (\$500 Million) to a blanket limit \$530 Million) For Building and Content values and agreed to maintain a deductible of \$25,000 per loss; still one of the lowest deductible levels for similar sized institutions. This policy also provides \$7 million of business interruption insurance, which is separate from the Building and Contents blanket limit. By comparison, WTW explored alternative quotes with leading insurance carriers - the average pricing for similar coverage is between \$365,000 to \$425,000.

General Liability

The incumbent carrier, CM Regent offered a renewal premium of \$132,410 which is \$16,870 (11%) lower than the expiring policy. CM Regent offers a \$0 Deductible for this line of coverage. By comparison, WTW secured alternative terms from leading carrier, United Educators - UE proposed similar terms with a \$50,000 per occurrence deductible for approximately \$243,000; nearly twice the proposed pricing.

Automobile

The incumbent carrier, CM Regent offered a renewal rate of \$15,957, which is a small 1% (\$86) increase from the expiring policy. The automobile policy covers employees driving College-owned, rented, or hired vehicles as well as provides damage protection (collision and comprehensive coverage) for the College's current fleet of (8) vehicles. By comparison, the average pricing for similar risk in the marketplace is between an increase of 10-15%

Workers' Compensation

The incumbent carrier, PMA offered a renewal rate of \$317,106 which is \$31,285 or -9% lower than the expiring premium. This decrease is primary due to the reduction (5%) in wages and freezing of several vacant positions. The College's PA state loss experience modification factor (a measure of adjusting the premium) for the new year decreased from .946 to .906, a -4% decrease. PMA, in effort to retain the College's business, included a Sliding Scale Dividend which could provide CCP with the possibility of two dividend payments, applied to CCP's earned premium (not inclusive of Terrorism Premium) based on CCP's loss ratio over the next 30 months - the maximum return could be 18% or approximately \$56,000 with little to no loss activity. NOTE - dividends are based on the financial performance of PMA and are not guaranteed) The Human Resources Office and the College's Safety Committee continue to review all work-related claims and offer recommendations and training efforts where needed. The College's Safety Committee again received re-certification from the PA Department of Labor which automatically makes the College eligible for a 5% reduction in premium.

Umbrella & Excess Liability

The incumbents, CM Regent & Crum & Forster (C&F) offered their respective Umbrella & excess liability policies totaling \$25 million for addressing catastrophic risks and resulting liability for a combined premium of \$74,560; a reduction of \$4,142 (5%). By comparison, WTW secured an alternative quote from United Educators for the full \$25 Million limit for \$137,915; an increase of \$63,000 or nearly 85% over the renewal pricing.

Educator's Legal Liability (ELL)

The College's ELL policy has a limit of \$15 million and provides protection for both the College's and Foundation's Board of Trustees against professional management liability wrongful acts as well as Institutional protection for employment practices wrongful acts, employed lawyer's professional wrongful acts, and College educators (tenured and adjunct) professional wrongful acts. United Educators (UE), the longtime incumbent carrier, provided a renewal quote of \$200,145 or \$14,826 higher than the expiring premium. Despite the increase, the College's pricing correction is actually lower than similar institutions insured by UE. General Counsel continues to work closely with UE on actively managing the College's litigation matters.

Student Medical Malpractice

CNA quoted a premium of \$6,683 that is \$966 lower than the expiring premium. The number of students participating in clinical settings directly affects the cost of this insurance. Due to the decline in student enrollment, the number of students expected to be in clinical environments increased from 723 to 631. There has been no rate increase for this coverage over the past several years. This policy provides \$1 million in coverage per claim and \$5 million in the aggregate to the College and to students and faculty related to their activities in a clinical setting.

Crime

WTW secured a quote from CM Regent at a premium of \$4,113 or \$124 higher than expiring premium, however the policy only provides \$1 million in coverage. Given the College's need for additional protection, WTW continues to secure additional \$4 million of coverage from Travelers at a premium of \$10,213 bringing the total cost to \$14,326; a combined slight increase of \$586 (4%). This policy provides the College with protection against 1st party (employee) theft and 3rd

party theft and fraud for a limit of \$1 million. It also covers “social engineering fraud/ funds transfer” should an employee unwittingly transfer College assets to a fraudulent third party due to deceptive and fraudulent practices. The primary CM Regent policy provides \$500,000 in Social Engineering coverage, and the Travelers excess policy provides an additional \$500,000 in Social Engineering coverage that sits over the CM Regent limit. CM Regent has provided an option to increase the primary Social Engineering limit from \$500,000 to \$1,000,000 for a revised premium of \$4,236, or an additional \$123. WTW recommends that the College purchase this increased limit of insurance for an important protection for a minimal premium increase. In order to have General Liability and Umbrella coverage with CM Regent, they also require that a crime policy be purchased from them. By comparison, the average pricing for similar risk in the marketplace is between 20-25%

International Liability

This policy provides foreign-based general liability, automobile liability, and worker’s compensation coverage as well as travel, medical and security assistance services for faculty and staff traveling abroad. This policy also includes kidnap and extortion coverage. The premium for this coverage is \$2,936 or a \$436 increase (17%) from the expiring premium.

Fine Arts

This policy provides comprehensive loss or damage to the College’s identified Fine Arts collections with limits of \$275,000 while at named CCP locations, and \$100,000 at any other location, worldwide and \$100,000 while in transit, worldwide. Insured by Aspen, the renewal premium totaled \$1,174; a small premium increase of \$56 (5%). No material changes in terms and conditions.

Security and Privacy (Cyber Insurance) * - (Waiting on renewal terms– estimated on/about June 1st)

The incumbent carrier Chubb has early indications that the Cyber Insurance policy will increase by 100% over the current policy. Due to the current environment of the Cyber world, Cyber insurance carriers are not providing renewal quotes until 30 days prior to policy expiration. We are estimating that our Cyber policy will be around \$43,700 or an increase of \$21,850 (100%) from the expiring premium.

This insurance offers critical insurance protection to the College if there were data security breaches or compromises of student and/or employee “private” information (as determined by federal and state jurisdiction). The carrier will provide forensic and legal assistance from a panel of experts to help determine the extent of the breach and the steps required to comply with applicable laws, include the following: notification to persons who must be notified under applicable law or on a voluntary basis; offer 12 months of 3-bureau credit monitoring to affected individuals; identify theft-related fraud resolution services for individuals enrolled in credit monitoring who become victims of identity theft; and extend coverage for theft, loss or unauthorized disclosure of information held by business associates as defined by HIPPA. First party benefits include protection for data recovery and business interruption, extortion threats, and regulatory defense and penalties. The policy also protects the College against 3rd party legal action for damages arising from the alleged breach (including defense costs). The College currently has a policy limit of \$3 million and offers notification and credit monitoring services for up to 250,000 affected individuals in addition to \$1 million of coverage for reputational loss in the event of a data security breach.

CATC Insurance (CCP Development, LLC)

WTW solicited and received quotes from Zurich for a standalone insurance package placement for CCP Development, LLC providing Property, General Liability, Hired & Non-Owned Auto and \$3M Excess Liability coverage in order to remain in compliance with loan requirements. The total annual premium for all coverage is \$48,136.

Broker Fee

The brokerage services of WTW are captured under a multi-year (5-year term) agreement that incepted in 2021. The annual fee for 2022-23 remains at \$50,000 for their risk management and insurance brokerage services.

Recommendation

College staff recommends that the College procure insurance as detailed in [Attachment E](#).

ATTACHMENT E

**Fiscal Year 2022-2023 Insurance Renewal
Premium Chart**

Coverage	Carrier	Expiring (2021-22) Premium	Renewal (2022-23) Premium		
Property	CM Regent	\$232,568	\$280,940	21%	48,372
General Liability (\$1M)	CM Regent	149,280	132,410	-11%	(16,870)
Automobile	CM Regent	15,871	15,957	1%	86
Workers' Compensation	PMA	348,391	317,106	-9%	(31,285)
Umbrella (\$20M) - Excess Liability	CM Regent	78,702	74,560	-5%	(4,142)
International Liability	Hartford	2,500	2,936	17%	436
Crime (\$4M x \$1M) - Excess Crime	CM Regent	13,740	14,326	4%	586
Educators Legal Liability (\$15M)	UE	185,319	200,145	8%	14,826
Student Medical Professional Liability (\$1M)	CNA	7,649	6,683	-13%	(966)
Travel Accident	AIG	1,154	1,154	0%	-
Fine Art	Aspen	1,118	1,174	5%	56
Security & Privacy*	Chubb	21,850	43,700	100%	21,850
TOTAL INSURANCE PREMIUMS		1,058,142	1,091,091	3%	32,949
Broker Fee	WTW/B&B	\$ 50,000	\$ 50,000	0%	-
TOTAL WITH BROKER FEE		1,108,142	1,141,091	3%	32,949
CATC Coverage	Zurich	\$ 111,226	\$ 48,136	-57%	(63,090)
TOTAL INCLUDING CATC		1,219,368	1,189,227	-2%	(30,141)

ATTACHMENT F

TABLE I
BUDGET SUMMARY
FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

TABLE I

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023**

FUNDING SOURCES	Operating	Capital	Catto Scholarship Program	Total
Student Tuition	\$39,544,257			\$39,544,257
Student Technology Fee	6,832,624			6,832,624
Credit Course Fee	2,575,545			2,575,545
Distance Education Fee	2,079,059			2,079,059
Adult Literacy Program Fee	42,907			42,907
Senior Citizen Fee	5,437			5,437
Other Non-Instructional Fees	639,361			639,361
City of Philadelphia	34,146,392	5,162,815	\$10,797,446	50,106,653
Commonwealth of Pennsylvania	34,512,263	5,339,470		39,851,733
Interest Income	194,742			194,742
Indirect Cost Allowances	301,558			301,558
Vocational Education Support Funds	350,000			350,000
Miscellaneous Income	994,774			994,774
Use of HEERF - Reserves	\$8,700,090			8,700,090
Total Current Operating Revenues	130,919,009	10,502,284	10,797,446	152,218,739
Student General, and Other Fees	1,480,655	234,740		1,715,395
Grant Capital Revenues		400,000		400,000
Total Educational and General Revenues	132,399,664	11,137,024	10,797,446	143,197,110
Auxiliary Enterprises	563,606			563,606
TOTAL SOURCES OF FUNDS	<u>\$132,963,270</u>	<u>\$11,137,024</u>	<u>\$10,797,446</u>	<u>\$154,897,740</u>
APPLICATION OF FUNDS				
Operating Budget Salary Expenses	\$71,807,697			\$71,807,697
Operating Budget Staff Benefits Expenses	34,075,412			34,075,412
All Other Operating Budget Expenses	24,235,900			24,235,900
PowerUp Your Business	800,000			800,000
Catto Scholarship Program Expenses			\$10,797,446	10,797,446
Reduced Current Operating Expenses	130,919,009		10,797,446	141,716,455
Student Activities & Commencement	1,685,618			1,685,618
Total Educational and General Expenditures	132,604,627		10,797,446	143,402,073
Auxiliary Enterprises	358,643			358,643
Capital Acquisitions		\$634,740		634,740
Debt Service		10,502,284		10,502,284
TOTAL USES OF FUNDS	132,963,270	11,137,024	10,797,446	154,897,740
TOTAL APPLICATION OF FUNDS	<u>\$132,963,270</u>	<u>\$11,137,024</u>	<u>\$10,797,446</u>	<u>\$154,897,740</u>

ATTACHMENT G
FUTURE BUSINESS AFFAIRS COMMITTEE
MEETING DATES

JUNE 2022 THROUGH DECEMBER 2023
BUSINESS AFFAIRS COMMITTEE MEETING DATES
(Usually the 3rd or 4th Wednesday Depending on the Number of
Weeks in a Month and Taking into Consideration Holidays)

2022

- Wednesday, June 22, 2022 – 9:00 A.M.
- A July, 2022 meeting may be required re: Award of Bid for Contracted Cleaning Services **(Combined Business Affairs Committee and Executive Committee of the Board)**
- Wednesday, August 24, 2022 – 9:00 A.M. re: Stop Loss, Delta Dental, UCCI Dental & Life and Disability **(Combined Business Affairs Committee and Executive Committee of the Board)**
- Wednesday, September 21, 2022 – 9:00 A.M.
- **Thursday, October 6, 2022 – 9:00 A.M. (Business Affairs Committee - Committee as a Whole)**
- Wednesday, October 19, 2022 – 9:00 A.M.
- Wednesday, November 16, 2022 – 9:00 A.M.
- A date may need to be established in December 2022

2023

- Wednesday, January 18, 2023 – 9:00 A.M.
- Wednesday, February 15, 2023 – 9:00 A.M.
- Thursday, March 2, 2023 - **(Business Affairs Committee - Committee as a Whole)**
- Wednesday, March 22, 2023 – 9:00 A.M.
- Wednesday, April 19, 2023 – 9:00 A.M.
- Wednesday, May 24, 2023 – 9:00 A.M.
- Wednesday, June 21, 2023 – 9:00 A.M.
- No meeting in July 2023. May change.
- Wednesday, August 23, 2023 – 9:00 A.M.
- Wednesday, September 20, 2023 – 9:00 A.M.
- Thursday, October 5, 2023 - **(Business Affairs Committee - Committee as a Whole)**
- Wednesday, October 18, 2023 – 9:00 A.M.
- Wednesday, November 15, 2023 – 9:00 A.M.
- A date may need to be established in December 2023

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, May 5, 2022 –3:00 p.m.

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

(1) Meeting Called to Order

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

(2) Public Comment

Mr. Shawn Maloney, student, expressed concerns regarding communication issues he experienced with various departments at the College, and asked the Board to address those issues.

Mr. White thanked Mr. Maloney for his comments.

(3) Report of the President

(3a) Middle States Standard VI – Planning, Resources, and Institutional Improvement

Dr. Generals reviewed and discussed Middle States Standard VI, Planning, Resources, and Institutional Improvement (see **Attachment A**). Standard VI states “The institution’s planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.” Dr. Generals stated that this standard is as important as the other standards. There is an overlap with the academic areas. Standard VI is the non-academic side of the standards.

Dr. Generals reviewed and discussed the criteria for Standard VI:

- Institutional objectives that are clearly stated.
- Planning and improvement processes that incorporate the use of assessment results.
- Fiscal planning and budgeting process aligned with the institution’s and units’ strategic plans/objectives

- Fiscal and human resources as well as physical and technical infrastructure to support operations.
- Decision making processes and clear assignment of responsibility and accountability.
- Comprehensive planning for facilities and deferred maintenance.
- An annual independent audit.
- Assessment of your assessment.

(3b) Campus Updates

COVID Update

At the request of Dr. General, Ms. Hurst provided the following COVID update:

- The City has removed the mask mandate.
- The College will drop the mask mandate as of May 16, 2022. Masks will be required for Commencement.
- The College will continue to test students and employees who have an exemption.
- Test kits will be available at the regional centers for exempt students and employees.
- The College will continue to monitor cases for clusters.
- Contact tracing is no longer required.

Enrollment Update

Dr. General stated that it was too early to provide an enrollment update. However, enrollment continues to decline in double digits.

Graduation Update, May 7, 2022

Dr. Hirsch provided a detailed summary of the logistics for Commencement scheduled for Saturday, May 7, 2022 at 10:00 a.m. at Temple Liacouras Center. He stated that members of the Board are requested to arrive for robing in the Courtside Club no later than 9:15 a.m. Dr. Hirsch stated that students and faculty will be seated prior to the platform party marching into the auditorium. Dr. Hirsch stated that for the first time this year, as students come up to the stage and their names are announced, the student's name, program of study, and honor roll will be displayed on a large screen.

Dr. General reported that Councilmember Cherelle Parker will be this year's Commencement speaker.

At the request of Dr. General, Dr. Rooney reviewed and discussed the College's Graduation website and outlined ways in which the College is engaging students who are graduating.

(3c) Diversity, Equity, and Inclusion (DEI) -International and Global Initiatives Speaker Professor Boi Lucia Gbaya-Kanga

At the request of Dr. General, Professor Boi Lucia Gbaya-Kanga provided a presentation of her work on the International Global Studies Summit on Social Justice. (see **Attachment B**).

Mr. Epps asked Professor Gbaya-Kanga whether she was in contact with other organizations in Philadelphia such as the Department of Commerce and the World Affairs Council, and include them in her work in an effort to build a community of stakeholders. Professor Gbaya-Kanga stated that she was already working with those organizations. Mr. Epps volunteered to assist in this effort.

(3d) Vacancy Update

Dr. General introduced Dr. Alycia Marshall, the new Vice President for Academic and Student Success. Dr. Marshall comes to the College from Anne Arundel Community College where she is the Associate Vice President for Learning and Academic Affairs. Dr. General stated that Dr. Marshall has a stellar reputation, and is a tenured full professor in mathematics.

Dr. Marshall stated that she was delighted to join Community College of Philadelphia, and looked forward to working with the Board of Trustees.

Members of the Board welcomed Dr. Marshall to the College.

(3e) Legislative Updates

Dr. General reported that he had met with a number of legislators to advocate on behalf of the College. He stated that a reception and dinner is scheduled in Harrisburg on May 24, 2022 with Representative Morgan Cephas and other legislators.

(3f) Foundation Report

Dr. Zanjani called attention to the Record of Grants and Gifts that was part of the Board Packet. She stated that for public and governmental funding over \$5 million was received so far this fiscal year compared to \$32 million received last year that was specific to Cares Act funding. Dr. Zanjani stated that for private fundraising, the trend continues upwards with \$3.2 million received compared to \$3.1 million during this timeframe last year. Dr. Zanjani highlighted a number of gifts that will support specific academic and student success initiatives.

Dr. Zanjani reported that the Capital Campaign Feasibility Study continues. Appointments are being scheduled for trustees and directors to meet with the consultants. She stated participation by the trustees and directors is a very important part of this process. Dr. Zanjani stated that she looked forward to the consultants' special presentation scheduled for June 2, 2022.

At the request of Dr. Zanjani, Dr. Waller provided the following report on the Black and Gold Gala:

- Currently, around 600 guests plan to attend in person to enjoy food, drink, dancing, an auction with a few select items, and a raffle.
- The Gala is sold out but the Gala Committee continues to bring in additional sponsorship donations and raising friends. Thus far, \$821,000 has been raised.

Dr. Waller stated 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 to be possibly scheduled for June 30, 2022. The box will include donated food and drink from ARAMARK.
- A diamond tennis necklace being sponsored by Philadelphia Diamond Company;
- The U.S. Mint's 225th Anniversary limited edition liberty coin set in diamonds, which she is personally donating for the auction.
- A Chef's dinner at South Restaurant for six, featuring live jazz on a date to be determined by South and the winner of the auction item.

Regarding the competition between the Board of Trustees and Foundation Directors, Dr. Waller stated that we have 100% giving from all of the trustees where 85% supported the Gala in the amount of \$20,100. In addition, we have reached 100% in total giving where a trustee facilitated or gave in the total amount of \$238,716 in support thus far.

Dr. Waller stated that she was pleased to report that 77% of the Foundation Board had personally given or secured more than \$191,310 in support for the Gala. Additionally, the Foundation Board has achieved 100% in total giving where a director facilitated or gave in the total amount of \$308,499. Dr. Waller stated that although we are at 100%, she encouraged everyone to continue to make connections to facilitate additional support for students.

Dr. Waller urged members of the Board to participate in the Capital Campaign Feasibility Study, and the joint meeting of Trustees and Foundation Directors scheduled for June 2, 2022.

Dr. Waller thanked members of the Board for their support of the Black and Gold Gala.

(3g) Events

Dr. Generals thanked Ronald Bradley for representing the Board of Trustees at the April 12, 2022 Ribbon Cutting Ceremony for the College's partnership with the Philadelphia Housing Authority for the shared housing program for students.

(3h) Business Meetings

Dr. Generals reported that he had met with Dr. Tony Watlington, new Superintendent of the School District of Philadelphia, on April 26, 2022 to discuss existing partnerships between the College and the School District, as well as additional ways in which the College and the School District can work together to benefit students.

Mr. Epps stated that he was interested in knowing the status of former students who had played basketball for the College, and what they were presently doing. It was noted that a report would be provided to Mr. Epps.

(4) Report of the Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Committee met on April 7, 2022 and reviewed and discussed two program reviews: Cybersecurity and Network Administration.

Ms. Fulmore-Townsend stated that the Cybersecurity associate's degree program was first offered in fall 2017 and that this is the first academic program review. She stated that there has been strong enrollment growth in the program, from 27 students in fall 2017 to 115 in fall 2020. Ms. Fulmore-Townsend stated that the program has a higher percentage of full-time and college-age students than the College overall; 74% of the students are males and retention is slightly higher than the College average. Ms. Fulmore-Townsend stated that the demand for positions in cybersecurity is high, and that the demand is higher in Philadelphia than the national average.

Ms. Fulmore-Townsend stated that there are more women in the program than the national average which is due to outreach by faculty to female students. The program is connected to industry in the area, including an advisory board. Ms. Fulmore-Townsend stated that the program does not have formal internships; however, all of the courses do have a lab component which includes hands-on experiences for students.

Ms. Fulmore-Townsend stated that the Committee accepted the Cybersecurity academic program review with approval for five years.

Ms. Fulmore-Townsend reported that the Network Administration program has undergone a significant redesign in the past year. The two reasons for the redesign were significant changes to the Microsoft industry certification which necessitated changes to the curriculum, and assessment data which found students were not able to complete the program because of prerequisite courses that were not always offered.

Ms. Fulmore-Townsend stated that the program averaged 14 students per semester, and that fall to fall retention has been lower than the College average. Jobs are in high demand with a median annual wage of \$85,000. The program has conducted assessments such as changes to the curriculum to address retention and graduation; engaging with at-risk students with recommendations for tutoring; and teaching circles. Ms. Fulmore-Townsend stated that the Committee recommended that the program develop a multi-year assessment plan that shows how the program will be sustained and how it will close the assessment loop.

Ms. Fulmore-Townsend stated that the Committee accepted the Network Administration academic program review with approval for five years.

Ms. Fulmore-Townsend reported that the Committee reviewed key performance measures identified by CCRC as being a critical set of institutional measures by which to examine the momentum of student progress from the beginning of their studies to completion. These have been measures the College has continuously reviewed for the past six years as performance indicators for the Guided Pathways work.

The curriculum changes the College has made have contributed to success on multiple metrics. The percentage of entering first-time-ever-in-college (FTEIC) students who are college-ready has increased from 23.7% for the Fall 2014 cohort to 40.1% for the Fall 2020 cohort. The percentage of entering FTEIC students who are referred to developmental education in one subject has decreased overall from 26% to 21%; the percentage has remained somewhat steady for students referred to developmental education in two and three subjects.

With more students able to take college-level courses in their first semester, the percentage of students completing 12+ college credits in the first term has increased. This has increased for all sub-groups and while there are still equity gaps, there has been progress made in decreasing them. For students completing 24+ college credits in their first year, some trends have been flat while there have also been slight increases. Completing this many credits in the first year is challenging with about two-thirds of the College's students being part-time.

The College also examines completion of college-level or gateway math and English courses in the first year. For each of these metrics, there has been an upward trend. Overall, the data shows that the College is on the right track, and with the strategies being put in place to address equity gaps, it is expected that equity gaps will continue to close.

(5) Report of the Business Affairs Committee

Mr. Herzog reported that the Business Affairs Committee met on April 19 and May 3, 2022. He stated that the items reviewed and approved by the Business Affairs Committee at the April 19 meeting are part of the Consent Agenda for Board approval.

Mr. Herzog reported that the Committee reviewed and discussed the Enrollment Growth Study RFP at the May 3, 2022 meeting of the Business Affairs Committee. He stated that six responses were received. Mr. Herzog stated that College staff evaluated the responses of five firms, and that CampusWorks, Inc. was selected and will be partnering with Econsult Solutions, a Philadelphia based firm, to conduct the external factor analysis related to enrollment growth. Mr. Herzog stated that CampusWorks was selected as the prime contractor based on their strength and depth in this area, having completed more than 100 projects in enrollment management for higher education clients. Mr. Herzog stated that this item is part of the Consent Agenda for Board approval.

At the request of Mr. Herzog, Ms. Posoff reported that the first official meeting of the Subcommittee on Investments was held on May 3, 2022. She stated that the Subcommittee discussed the volatile market, and that the College has the right plan for the long term. Ms. Posoff stated that the Board has put this new plan in place, and that it is good to have structure. Ms. Posoff stated that the College will do well given our investment policy. She stated that the Subcommittee will be meeting quarterly to reassess.

Mr. White requested approval of the Committee reports. Ms. Hernández Vélez moved, with Mr. Epps seconding, that the Board approve the Committee reports. The motion carried unanimously.

(6) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions Meeting of April 7, 2022
- (b) Gifts and Grants
- (c) Uniform Guidance Report (Audit Report)
- (d) Cybersecurity Academic Program Review
- (e) Network Administration Academic Program Review
- (f) Renewal of Ellucian Contract
- (g) Three-year Contract with Technolutions, Inc. for Licensing and Implementation of Slate CRM
- (h) Continuing Appointment of Ron Williams and Wali Rushdan of Fox Rothschild as Construction Counsel
- (i) Bernice and Jerome Kligerman One Button Studio in the Library and Learning Commons

(j) Enrollment Growth Study

Mr. Epps moved, with Mr. Dubow seconding, that the Board approve the Consent Agenda. The motion carried unanimously.

(7) Report of the Chair

(7a) Board Service Recognition

Mr. White stated that two people, Lydia Hernández Vélez and Representative James R. Roebuck, Jr. are rotating off the Board. Mr. White read the Resolutions of Appreciation (see **Attachments C and D**) acknowledging the commitment and contributions made by Ms. Hernández Vélez and Representative Roebuck during their tenure as members of the Board of Trustees.

Ms. Posoff moved, with Mr. Epps seconding, that the Board approve the Resolutions. The motion carried unanimously.

Dr. Generals thanked Representative Roebuck for his commitment and contributions to the College and the City of Philadelphia. He stated that he was very appreciative of the work that Representative Roebuck had done as a member of the Board of Trustees, as an educator, and for his constituents throughout his career in public service.

Dr. Generals thanked Ms. Hernández Vélez for all her contributions to Board deliberations and to the College. He stated that Ms. Hernandez was a true champion for the College, and a trusted advisor and mentor to him personally. Dr. Generals stated that he and Ms. Hernández Vélez are neighbors, and that he was sure that they would be seeing each other.

(7b) Association of Community College Trustees (ACCT)
Northeast Regional Director Update

At the request of Mr. White, Ms. Ireland stated that she is on the ballot for the ACCT Northeast Regional director seat. She stated that the election will be held during the ACCT Congress scheduled October 26-29, 2022 in New York.

(7c) Roz McPherson's Recognition with the Lifetime
Achievement Award by the Philadelphia Association
of Black Journalists

On behalf of the Board, Mr. White congratulated Roz McPherson on her selection to receive the Lifetime Achievement Award from the Philadelphia Association of Black Journalists (PABJ) on May 20, 2022. Ms. McPherson stated that she was very honored to receive this award. She stated that she has been involved with the PABJ for many years, and that PABJ takes journalism very seriously.

(7d) Joint Meeting of the Board of Trustees and Foundation Board

Mr. White reminded members of the Board of the Joint meeting of the Board of Trustees and Foundation Board of Directors scheduled for Thursday, June 2, 2022 immediately following the June 2 Board of Trustees meeting.

(7e) Budget Hearing Update

Mr. White stated that the College's Budget Hearing before City Council took place on May 4, 2022. He stated that since testimony from the School District of Philadelphia took a number of hours, he did not testify as he had to leave the hearing for an appointment. However, he stated that the College's budget hearing went well, and that Councilmembers were very supportive of the College.

Mr. White stated that he, Mr. Epps, and Ms. McPherson had met with Councilmember Katherine Gilmore Richardson regarding her interest in the College's diversity, equity, and inclusion work (DEI). Mr. White stated that the group informed Councilmember Gilmore Richardson of the College's DEI initiatives. He stated that over the summer, he planned to schedule a meeting with Councilmember Gilmore Richardson, Dr. Generals, Mr. Epps, and Ms. McPherson to update her on the College's DEI initiatives as she is a very strong advocate of diversity, equity and inclusion work.

(7f) Board of Trustees Feedback-Career Advanced Advanced Technology Tour (CATC) Tour

Several members of the Board provided feedback on the tour of the Career and Advanced Technology Center (CATC) which took place following the April 7, 2022 Board meeting. Board members noted that the CATC was very impressive, and were hopeful that the College would outgrow it in five years.

(8) New Business

There was no new business discussed.

(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 1, 2022, at 3:00 p.m. in the Pavilion Klein Cube, Room P2-3. The meeting will be hybrid.

(10) Executive Session

At this point in the meeting, the Board convened in Executive Session for an update on legal and real estate matters. The Board will not be taking any action following the Executive Session.

The meeting adjourned at 4:30 p.m.

Standard VI - Planning, Resources, and Institutional Improvement

The institution's planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. institutional objectives, both institution wide and for individual units, that are clearly stated, assessed appropriately, linked to mission and goal achievement, reflect conclusions drawn from assessment results, and are used for planning and resource allocation;
2. clearly documented and communicated **planning** and **improvement** processes that provide for constituent **participation**, and incorporate the use of assessment results;
3. a financial **planning** and **budgeting** process that is aligned with the institution's mission and goals, evidence-based, and clearly linked to the institution's and units' **strategic plans/objectives**;
4. **fiscal** and **human** resources as well as the **physical** and **technical infrastructure** adequate to support its **operations** wherever and however programs are delivered;
5. well-defined **decision-making** processes and clear assignment of responsibility and accountability;
6. comprehensive **planning for facilities**, infrastructure, and technology that includes consideration of **sustainability** and **deferred maintenance** and is linked to the institution's strategic and financial planning processes;
7. an **annual independent audit** confirming financial viability with evidence of followup on any concerns cited in the audit's accompanying management letter;
8. strategies to measure and assess the adequacy and efficient utilization of institutional resources required to support the institution's mission and goals; and
9. **periodic assessment** of the effectiveness of planning, resource allocation, institutional renewal processes, and availability of resources.

The alignment between planning, resources and institutional improvement. This is where the cycle of planning, outcomes and budgeting must be the most apparent. In the

same way that you create alignment maps or curricular maps between the lowest academic unit to the broad program goal and then the mission, you must show organizational alignment. The focus is not intended to mutually exclusive, there is infact some overlap, but this standard really is intended to showcase the alignments between non-academic units that serving as the operations of the college. it's the most unnatural, but it is no less important.

JUNE 2022 GLOBAL STUDIES SUMMIT ON SOCIAL JUSTICE

A LOCAL & GLOBAL EXCHANGE



OVERVIEW

Community College of Philadelphia will be holding **its second *virtual* month-long Global Studies Summit**. The summit will take place throughout the month of June 2022. Each week there will be a series of events that explore the theme of social justice within a particular region and make connections to that region's Philadelphia Diaspora. All events are student-centered and open to the college community as well as the greater public.

2022 Regional Focus: Taiwan, Asian American Pacific Islander (AAPI), The African Diaspora, & Lebanon/Syria

JUNE 2021 SUMMIT HIGHLIGHTS

Cambodia:

Faculty designed a weeklong program of events that focused on the following themes: the Fall and Recovery of Cambodia with an exploration of Cambodian Culture in Philadelphia through film screening, lectures, virtual and in person tours of a local Cambodian temple, presentations from The Cambodian Association of Greater Philadelphia as well as the Cambodian Ministry of Tourism.

"I know more about the diversity of Philadelphia and the Cambodian community and more specifics about the challenges facing the regional Cambodian-American population... the atrocities of war and the power of the human spirit to survive"

Costa Rica:

With the assistance of the Association for Development through Education (ADE) participants were introduced to ASOMOBI, The Association of Organized Women of Biolley, "The association aims to improve the lives of their families as well as those in neighboring communities in the buffer zone of La Amistad International Park" through community rural tourism, Isabel Vargas, from the National Chamber of Tourism of Costa Rica (Canatur), virtual tours of local businesses such as Café Rualdo, a local coffee producer, as well as tours of the only Starbucks coffee farm in the world, and discussions with organizations such as EcoGuardianes whose work focuses on issues of sustainability, economics, environmental stewardship, and community engagement.

"Other than Covid, I've never experienced a massive social or political issue that has uprooted my life...I learned about Nicaraguan immigrants in Costa Rica and the political unrest that happened to them due to the civil war and how it affected their people."

"In the event we interacted with each other, in addition, I learned that in the CCP they help a lot and give opportunities to their students, and they understand a have variety of careers, it was a lot of fun, and I enjoyed it a lot, I hope to one day make an exchange with your institution." (Costa Rican college student)

JUNE 2021 SUMMIT HIGHLIGHTS CONT'D

South Africa:

Faculty designed a weeklong program of events that explored South Africa through a Black Studies lens. They held a variety of tours, lectures, and presentations that focused on the origins and evolution of Black South Africa. Additionally, there were multiple film screenings such as *Address Unknown* a documentary film about the forced removals of people in District Six. Dr. Nisa Paleker provided a lecture focusing on Global Black African films, and specifically the Black film industry in apartheid South Africa and its connections with Blaxploitation films. Renowned author and artist Zakes Mda spoke about art and resistance, and Bongiwé Mkhize, Lawyer of the High Court of South Africa moderated a student-centered discussion about student activism and the connections between South Africa's Fees Must Fall and Black Lives Matters protests.

The summit ended with **Diaspora Connect!** A series highlighting the work of local-global changemakers in Philadelphia that foster community building across the Diaspora. Speakers included former Philadelphia Poet Laureate, Trapeta Mayson, Sabea Evans, Coordinator and Research Assistant for Bi-Co Dalun Layim Tehi Tuma/"Thinking Together" Fellowship in Northern Ghana, Margareth Awiti, Founder and President of the Philadelphia-Serengeti Alliance, and Jeannine Cook, Owner of Harriet's Bookshop.

"I was fascinated with the District 6 and its relationship to social justice work. I learned that there were many things that affected South Africans and they had to deal with segregation just as African-Americans did."

"It improved my understanding of language and cultural differences."

"I learned more about history and culture about Africa. In the past, I knew little about it."

Trapeta B. Mayson read some of her poetry & read some prompts to the audience. It was a beautiful and interactive experience. It made me want to start writing my story!

[Here is full listing of last summer's programs.](#)

TAIWAN

**MAY 31ST -
JUNE 2ND &
JUNE 6TH**

In collaboration with Shih Chien University, participants will have an immersive experience in Taipei, Taiwan, where they will learn about Taiwan, Chinese culture and its impact on global businesses. Through a focus on social justice in Taiwan, the series will examine emerging tourism trends, sustainable practices, as well as food, culture, folklore and hospitality in Taiwan.

Highlights: Dr. Tony Kuo Vice President of Shih Chien University, Chinese Language Center, Professor **Elegance Chang** - School of Hospitality & Tourism Management

Series Curator: Dr. Gayathri Banavara, Assistant Professor, Business Leadership, Fashion and Hospitality

ASIAN AMERICAN PACIFIC ISLANDERS (AAPI)

JUNE 6 - JUNE
9TH

Through food, music, film, and performance, the series will educate participants about the diversity of AAPI identities and experiences, raise the awareness about the social justice issues that impact the AAPI community as well as the intersections of such issues and opportunities for meaningful allyship among AAPI, African American communities, and other communities of color.

Highlights: Cooking demonstration with Khmer American chef, Seri Chao, food vendors from the Southeast Asian Market in FDR Park, and Korean food vendors.

Panelists: Southeast Asian Refugee Community in Philadelphia, the Statue of Peace Plaza in Philadelphia, Japanese American Citizens League in Philadelphia,

Taiko drumming performance and workshop and film screenings from Philadelphia Asian American Film Festival (PAAFF). Some events will be in-person and virtual.

Series Curator: Dr. Michelle Myers, Associate Professor, English Department

AFRICAN DIASPORA -

GLOBAL BLACK LIVES: A JUNETEENTH CELEBRATION

JUNE 13TH - JUNE
21ST

The Black Studies program will be curating a virtual Juneteenth series exploring art, culture, and resistance within the African Diaspora. This series will provide participants with a more holistic grounding in the interconnectedness of global Black identities and the specific complex issues various communities face, how they cultivate Black joy, and celebrate Black beauty & life. It also allows for cross-continental conversations and reflections as participants will learn from community leaders, educators, artists, and activists.

Highlights: Through film screenings, panel discussions, virtual tours and presentations, participants will explore the themes of music & resistance, food justice & African culinary traditions and foodways, archiving global Black lives, cinema, and Black speculative art with speakers from Philadelphia, Brazil, South Africa, and Ghana.

Library of Africa & The African Diaspora (Ghana), Robeson House, Atlanta Archives (Brazil), Dr. Zakes Mda (South Africa), Mural Arts Black Paradise Project, Kurt Evans from Everybody Eats Philly, Prof. Amari Johnson (Temple U) and many more music scholars, artists, and activists.

Series Curators: Nwenna Gates, Adjunct, English and Black Studies

Lucia Gbaya-Kanga, Assistant Professor, English, Black Studies, Black Studies & Study Abroad Program Coordinator

Dr. Anya Love, Assistant Professor, History and Black Studies

LEBANON/SYRIA JUNE 27- JUNE 30

The Lebanon/Syria region is an important one in today's world. There are thousands of Lebanese and Syrians, both in late-generation and first- and second-generation families who live in the Philadelphia area and attend Community College of Philadelphia.

Through film screenings and speakers, the Lebanon/Syria series will focus on a particular region of the larger SWANA area (Southwest Asia and North Africa) that has experienced a tremendous amount of turmoil and upheaval in the past decade, and whose residents and diaspora are deeply dedicated to deepening an understanding of the cultural and historic significance on an international scale.

Highlights: Al-Bustan – Seeds of Culture, speakers from World Learning/Qitabi & World Bank, culinary demonstration, guided tour of Penn Museum's Middle East galleries.

Series Curators: Myla Morris-Skeiker, Associate Professor and Chair, English

Talar Kaloustian, Assistant Professor, Assistant Chair, and ESL liaison

STUDENT GLOBAL AMBASSADORS PROGRAM

Additionally, the Study Abroad Coordinator designed a **Student Global Ambassadors Program** that introduces students to current topics, theories, and approaches to global and social justice leadership within a DEI framework. Within the 7-week IDS120 course, students are required to complete course readings, assignments, and present a capstone project that reflects their learning throughout the program. At the end of the program students received course credit, a Global Ambassador Leadership completion certificate, and a \$500 stipend. Student course fees are also covered by the grant.

Besides increasing global competence and broadening students' knowledge base, an unexpected outcome of using a virtual platform was that it provided an opportunity to keep with the spirit of study abroad and maximize local and global partnerships in an ideal way. It also allowed for more student, faculty, staff, and community engagement as all events were free and open to the public. It gave the college the opportunity to offer quite varied, remarkable experiences that would not have been possible otherwise. As a result, we plan to include the Global Studies summit as a permanent academic component of culturally relevant study abroad programming.

THANK YOU!!!

- LUCIA GBAYA-KANGA
- ASSISTANT PROFESSOR, ENGLISH DEPARTMENT
- BLACK STUDIES ACADEMIC PROGRAM COORDINATOR
- STUDY ABROAD COORDINATOR
- BGBAYAKA@CCP.EDU
- [HTTPS://WWW.CCP.EDU/GLOBAL-STUDIES-SUMMIT](https://www.ccp.edu/global-studies-summit)

Resolution of Appreciation

COMMUNITY COLLEGE OF PHILADELPHIA PHILADELPHIA, PENNSYLVANIA

This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on May 5, 2022.

WHEREAS, Lydia Hernández Vélez, Esq. has been a member of the Board of Trustees of Community College of Philadelphia for 13 years;

WHEREAS, Lydia Hernández Vélez has sought to advocate, encourage, support, and assist in the expansion of quality education for the City of Philadelphia;

WHEREAS, Lydia Hernández Vélez, Esq. brought invaluable insights to Committee and Board deliberations when she served as Vice Chair of the Board of Trustees from 2019 through 2021 and chaired the Real Estate Committee in 2017, the Student Outcomes Committee 2018-2019, and the Business Affairs Committee 2019-2021. Ms. Hernández Vélez also served as a member of the Executive Committee and Audit Committee 2019-2021;

WHEREAS, Lydia Hernández Vélez, Esq. served as an original member of the Board of Directors for the Foundation that guided the College in establishing and implementing fundraising efforts for the Institution;

WHEREAS, Lydia Hernández Vélez, Esq. brought a wealth of experience to the College during her tenure on the Board of Trustees, including serving as the former Deputy Managing Director for Aging for the City of Philadelphia, leader of the Atlantic Region chapter for the Leukemia and Lymphoma Society, Senior Vice President of Community Relations for Wachovia Bank, and a member of Aspira, Inc. Pennsylvania for nearly 30 years;

WHEREAS, Mrs. Lydia Hernández Vélez, Esq. is an honored, esteemed, and respected colleague and is recognized for her outstanding service as a member of the Board of Trustees;

BE IT RESOLVED, that the President and members of the Board of Trustees of Community College of Philadelphia express their deepest appreciation to Lydia Hernández Vélez, Esq. for her dedication and exemplary service to Community College of Philadelphia, the City of Philadelphia, and its citizens.



JEREMIAH J. WHITE, JR., CHAIR

Community
College
of Philadelphia



DONALD GUY GENERALS, ED.D., PRESIDENT

Resolution of Appreciation

COMMUNITY COLLEGE OF PHILADELPHIA PHILADELPHIA, PENNSYLVANIA

This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on May 5, 2022.

WHEREAS, Representative James R. Roebuck, Jr. has been a member of the Board of Trustees of Community College of Philadelphia for 29 years;

WHEREAS, Representative James R. Roebuck, Jr. brought invaluable insights to Board and Committee deliberations when he served as Vice Chair of the Board of Trustees, the Executive Committee, and the Student Outcomes Committee;

WHEREAS, Representative James R. Roebuck, Jr., a native of Philadelphia, represented the 188th Legislative District in West Philadelphia for 35 years with honor, distinction, and a deep concern for the welfare of his constituents. During his tenure, Representative Roebuck was the first vice chairman of the Democratic Ward Executive Committee, a member of the Board of Directors of the Pennsylvania Higher Education Assistance Agency, a member of the Appropriations Committee, and a member of the Legislative Office for Research Liaison. Representative Roebuck also served as the Democratic Chair for the State Education Committee;

WHEREAS, Representative James R. Roebuck, Jr. was a strong advocate for quality public education, student success, support for students with disabilities, and passionate in his efforts to eliminate racism and bigotry. Representative Roebuck demonstrated a deep and abiding concern for the quality and scope of education for all citizens of Philadelphia;

WHEREAS, Representative James R. Roebuck, Jr. is an honored, esteemed, and respected colleague and recognized for his outstanding service as a member of the Board of Trustees;

BE IT RESOLVED, that the President and members of the Board of Trustees of Community College of Philadelphia express their deepest appreciation to Representative James. R. Roebuck, Jr. for his dedication and exemplary service to Community College of Philadelphia, the City of Philadelphia, and its citizens.



JEREMIAH J. WHITE, JR., CHAIR

Community
College
of Philadelphia



DONALD GUY GENERALS, ED.D., PRESIDENT

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, May 5, 2022 –3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

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

(1) Meeting Called to Order

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

(2) Public Comment

Mr. Shawn Maloney, student, expressed concerns regarding communication issues he experienced with various departments at the College, and asked the Board to address those issues.

(3) Report of the President

(3a) Middle States Standard VI – Planning, Resources, and Institutional Improvement

Dr. Generals reviewed and discussed Middle States Standard VI, Planning, Resources, and Institutional Improvement, and the criteria for the Standard.

(3b) Campus Updates

COVID Update

The Board was provided with an update on the status of testing on campus and the regional centers, as well as protocols in place at the College.

Enrollment Update

Dr. Generals stated that it was too early to provide an enrollment update. However, enrollment continues to decline in double digits.

Graduation, May 7, 2022

The Board was provided with a detailed summary of the logistics for Commencement scheduled for Saturday, May 7, 2022 at 10:00 a.m. at Temple Liacouras Center. This year's Commencement speaker is Councilmember Cherelle Parker.

(3c) Diversity, Equity, and Inclusion (DEI) -International and Global Initiatives Speaker Professor Boi Lucia Gbaya-Kanga

Professor Boi Lucia Gbaya-Kanga provided a presentation of her work on the International Global Studies Summit on Social Justice.

(3d) Vacancy Update

The Board welcomed Dr. Alycia Marshall, the new Vice President for Academic and Student Success.

(3e) Legislative Update

Dr. Generals reported that he had met with a number of legislators to advocate on behalf of the College. He stated that a reception and dinner is scheduled in Harrisburg on May 24, 2022 with Representative Morgan Cephas and other legislators.

(3f) Foundation Report

The Board was provided with an update of Foundation fundraising, the status of the Black and Gold Gala, and a summary of Board of Trustees and Foundation Board support of the Gala. The Board was encouraged to participate in the Capital Campaign Feasibility Study, and the joint meeting of Trustees and Foundation Directors scheduled for June 2, 2022.

(3g) Events

Dr. Generals thanked Ronald Bradley for representing the Board of Trustees at the April 12, 2022 Ribbon Cutting Ceremony for the College's partnership with the Philadelphia Housing Authority for the shared housing program for students.

(3h) Business Meetings

Dr. Generals met with Dr. Tony Watlington, new Superintendent of the School District of Philadelphia, on April 26, 2022.

(4) Report of the Student Outcomes Committee

The Committee met on April 7, 2022. The Committee approved the Cybersecurity and Network Administration Program reviews. The Committee also reviewed key performance measures identified by CCRC as being a critical set of institutional measures by which to examine the momentum of student progress from the beginning of their studies to completion.

(5) Report of the Business Affairs Committee

The Committee met on April 19 and May 3, 2022. Items reviewed and approved by the Business Affairs Committee at the April 19 and May 3 meetings are part of the Consent Agenda for Board approval.

(6) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions Meeting of April 7, 2022
- (b) Gifts and Grants
- (c) Uniform Guidance Report (Audit Report)
- (d) Cybersecurity Academic Program Review
- (e) Network Administration Academic Program Review
- (f) Renewal of Ellucian Contract
- (g) Three-year Contract with Technolutions, Inc. for Licensing and Implementation of Slate CRM
- (h) Continuing Appointment of Ron Williams and Wali Rushdan of Fox Rothschild as Construction Counsel
- (i) Bernice and Jerome Kligerman One Button Studio in the Library and Learning Commons
- (j) Enrollment Growth Study

(7) Report of the Chair

(7a) Board Service Recognition

The Board approved Resolutions of Appreciation for Lydia Hernández Vélez and Representative James R. Roebuck, Jr., for their commitment and contributions during their tenure as members of the Board of Trustees.

(7b) Association of Community College Trustees (ACCT)
Northeast Regional Director Update

Ms. Ireland is on the ballot for the ACCT Northeast Regional director seat. The election will take place during the ACCT Congress scheduled October 26-29, 2022 in New York.

(7c) Roz McPherson's Recognition with the Lifetime
Achievement Award by the Philadelphia Association
of Black Journalists

The Board congratulated Roz McPherson on her selection to receive the Lifetime Achievement Award from the Philadelphia Association of Black Journalists (PABJ) on May 20, 2022.

(7d) Joint Meeting of the Board of Trustees
and Foundation Board

The Joint meeting of the Board of Trustees and Foundation Board of Directors is scheduled for Thursday, June 2, 2022 immediately following the June 2 Board of Trustees meeting.

(7e) Budget Hearing Update

The College's Budget Hearing before City Council took place on May 4, 2022.

(7f) Board of Trustees Feedback-Career Advanced
Advanced Technology Tour (CATC) Tour

Several members of the Board provided feedback on the tour of the Career and Advanced Technology Center (CATC) which took place following the April 7, 2022 Board meeting.

(8) New Business

There was no new business discussed.

(9) Nest Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 1, 2022, at 3:00 p.m. in the Pavilion Klein Cube, Room P2-3. The meeting will be hybrid.

(10) Executive Session

At this point in the meeting, the Board convened in Executive Session for an update on legal and real estate matters. The Board will not be taking any action following the Executive Session.

The meeting adjourned at 4:30 p.m.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts
June 2, 2022 Meeting of the Board of Trustees**

Summary by Source:

	FY 2022		FY 2021	FY2022 and FY2021
Held by College	4/16/22 - 5/15/22	Fiscal Year To Date 7/1/21 - 5/15/22	Fiscal Year To Date 7/1/20 - 5/15/21	Variance 7/1 - 5/15
Federal	\$ -	\$ 5,112,031	\$ 28,555,532	\$ (23,443,501)
State	\$ 6,000	\$ 6,000	\$ 4,961,187	\$ (4,955,187)
Local	\$ -	\$ -	\$ 29,800	\$ (29,800)
Total	\$ 6,000	\$ 5,118,031	\$ 33,546,519	\$ (28,428,488)
Held by Foundation	4/16/22 - 5/15/22	Fiscal Year To Date 7/1/21 - 5/15/22	Fiscal Year To Date 7/1/20 - 5/15/21	Variance 7/1 - 5/15
Corporation	\$ 80,466	\$ 635,367	\$ 261,794	\$ 373,573
Foundation	\$ 154,004	\$ 1,980,974	\$ 2,632,061	\$ (651,087)
Individual	\$ 35,111	\$ 743,024	\$ 285,810	\$ 457,214
Organization	\$ 111	\$ 123,057	\$ 52,145	\$ 70,911
Total	\$ 269,692	\$ 3,482,422	\$ 3,231,810	\$ 250,612
TOTAL	\$ 275,692	\$ 8,600,453	\$ 36,778,329	\$ (28,177,876)

**PUBLIC GRANTS SUMMARY
Since Meeting of May 5, 2022**

PA Academic Library Consortium (aka Partnership for Academic Library Collaboration & Innovation) awarded \$6,000 for the Pennsylvania Grants for Open and Affordable Learning (PA GOAL) program. The grant period is 9/1/21 to 5/31/22. The program supports Open Educational Resources development and materials for BHHS 151, ENGL 101, an online Intellectual Property course for paralegal and legal studies students, and NBA-STEM themed textbook and materials for non-science majors.

BOARD RESOLUTION
Appointment of Directors for CCP Career & Advanced Technology, Inc.
June 2, 2022

WHEREAS, on or about July 6, 2021, the CCP Career & Advanced Technology Center, Inc. (“CCP CATC, Inc.”) was recognized as a 501(c)(3) non-profit organization retroactive to October 20, 2020 for the purpose of benefitting the Community College of Philadelphia;

WHEREAS, under the CCP CATC, Inc. bylaws, the College’s Board of Trustees are to appoint five (5) Directors to the CCP CATC, Inc. each year with two directors being members of the College’s Board of Trustees, one Director being the College’s President and the final two (2) members of the CCP CATC, Inc. Board shall be individuals who are not currently a director, trustee, member of senior leadership, officer or employee of the College (or spouses of such persons) (each, a “Disaffiliated Director”);

NOW, THEREFORE, on this 2nd day of June, 2022, the Board of Trustees for the College resolves to appoint the following Directors to the CCP CATC, Inc. for July 1, 2022 through June 30, 2023 or until such time as any replacements are made by the College’s Board of Trustees:

1. In accordance with the CCP CATC, Inc. bylaws, the following two members of the Board of Trustees will serve as Directors to the CCP CATC, Inc.: Mr. Jeremiah White and Mr. Ronald Bradley;
2. The College’s President is also an *ex officio* appointee under the CCP CATC, Inc., bylaws and therefore Dr. Generals will serve as a Director to the CCP CATC, Inc.; and
3. Mr. Gerald Jones and Mr. Anthony Simonetta will also serve as the Disaffiliated Directors for the CCP CATC, Inc.