



**Meeting of the Board of Trustees, Thursday May 1, 2025 - 2:30 p.m. Isadore A. Shrager Boardroom  
M2-1/Hybrid**

**AGENDA**

**(1) Executive Session I**

**(2) Meeting Called to Order**

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

- Update on College Budget Hearing before City Council
- Update on Enrollment
- Update on Commencement

**(3) Public Comment**

**(4) Report of the Chair**

(a) Update on Budget Hearing before City Council

(b) Nomination Process for Board Officers

(c) Update on Commencement: Saturday May 3, 2025, Temple  
Liacouras Center

- Board members should arrive no later than 9:15 a.m. for robing in the Courtside Club. College staff/security will escort Board members to the robing room. A continental breakfast will be available.
- Reserved parking will be available to Board members on the 3rd level of the garage. Security will escort Board members to robing room.
- Graduation speaker: The Honorable Austin Davis, Lieutenant Governor of Pennsylvania

**(5) Approval of Interim President Contract (A)**

**(6) Interim President's Report**

(a) Enrollment Update

(b) Update on Graduation Numbers

(c) Update on Student Government Association President

(d) Summer Hours

(e) Foundation Report (Dr. Zanjani and Mr. Tim Spreitzer)

**(7) Student Outcomes Committee, April 3, 2025**

4.3.25 Student Outcomes Committee

4

**(8) Combined Meeting of the Business Affairs and Executive  
Committees, April 16, 2025**

4.16.25 Combined Meeting of the Business and Executive Committees

47

(a) Resolution for Wage Increases for Administrators Grant  
Administrators, and Confidential Employees (A)

|   |    |
|---|----|
| Resolution for Salary Increase for Administrators and Confidential<br>Employees | 70 |
|---|----|

(b) Contract with Cozen O'Connor Public Strategies for Strategic  
Communications and Media Services (Ratify)

(c) Policy Approval: Solicitation at the College Policy (Ratify)

|                                    |    |
|------------------------------------|----|
| Solicitation at the College Policy | 71 |
|------------------------------------|----|

**(9) Consent Agenda**

(a) Proceedings and Minutes of Decisions and Resolutions,  
Meeting of April 3, 10 and 28, 2025

|   |     |
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| Attachment A - Enrollment Update  | 83  |
| Attachment B - Classified MOA Resolution  | 88  |
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(b) Grants and Gifts

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| Record of Grants & Gifts (5.1.25) | 139 |
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(c) Criminal Justice Associate in Arts Program

(d) Contract with CSG Global

(e) Contract with Dell Technologies

**(10) Old Business**

**(11) New Business**

**(12) Next Meeting: Thursday, June 5, 2025, 2:30 p.m. in the Isadore A.  
Shrager Boardroom, M2-1/Hybrid**

**Committee Meetings**

- Student Outcomes, Thursday, May 1, 2025, 12:30 p.m. Library  
ad Learning Commons, L1-13/Hybrid
- Business Affairs, Wednesday, May 21, 2025, 9:00 a.m. Isadore  
A. Shrager Boardroom, M2-1/Hybrid
- Audit Committee, Wednesday, June 18, 2025, 12:00 noon –  
Isadore A. Shrager Boardroom, M2-1/Hybrid

**Upcoming Events**

- Nurses Pinning Ceremony, Friday, May 2, 2025, 10:00 a.m.  
College Gymnasium

- Commencement Ceremony, Saturday, May 3, 2025, 10:00 a.m.  
Temple Liacouras Center

- Alumni Spring Reception, Monday, May 7, 2025, 5:00 p.m. –  
7:00 p.m. Library and Learning Commons, Absalom Jones  
Courtyard

- MOVE Symposium, Tuesday, May 13, 9:00 a.m. – 3:00 p.m.  
Winnet Building, Great Hall, S2-19

- City College of Municipal Employment (CCME) Graduation,  
Tuesday, May 27, 2025, 6:00 p.m. – 8:00 p.m. Center for  
Business and Industry, C2-28

May 2025 Calendar of Events

140

### **(13) Executive Session II**

The Board will convene in Executive Session to discuss  
personnel matters.

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

**MEETING MINUTES**

**Thursday, April 3, 2025  
12:30 p.m.**

**Zoom  
&  
Community College of Philadelphia  
(Northeast Regional Center – NERC)**

**Presiding:** Ms. Chekemma Fulmore-Townsend, Chair

**Committee Members:** Mr. Patrick Clancy, Pastor Jonathan Mason, Ms. Carol Jenkins, Ms. Roz McPherson

**Board Participants:** Mr. Harold T. Epps, Ms. Mindy Posoff, Mr. Rob Dubow

**College Members:** Dr. Alycia Marshall, Dr. Mellissia Zanjani, Dr. Lisa Sanders, Diana Rodriguez

**Guests:** Dr. Francesca DiRosa, Malika Rahman, Dr. Sesime Adanu, Dial Thomas, Lizzie Gordon, Dr. Amy Birge, Billy Love, Dennis Boyd (alum)

**I. Public Session**

**a) Approval of the Minutes**

Trustee Clancy moved to start the meeting Trustee Jenkins seconded. The committee approved the minutes from 3/13/25. Following introductions, Provost Marshall gave an overview of the Criminal Justice program and introduced the program coordinator, Professor Rahman.

**b) Criminal Justice Associate in Arts Program**

Professor Rahman acknowledged her colleagues, Dr. DiRosa and Professor Billy Love, before delivering a PowerPoint presentation on the Academic Program Review.

Highlights of the presentation included strong enrollment, particularly among Hispanic students. An action item moving forward is to increase enrollment to 345-375.

Professor Rahman discussed the program's mission, which is to equip students to excel, give them field experience, and promote ethical decision-making. A key area of focus is on experiential learning and offering courses relevant to the field. Examples of new courses include Victimology, Race and Justice, and Technology in Criminal Justice. Courses focus on theory, practice, and technology.

To increase student success, faculty regularly engage with students and take students to appropriate field sites such as City Hall. Law & Society week is an important part of the program during which students hear from guest speakers who are experts in the field.

The program uses AEFIS (learning outcomes software) and Starfish (the college's early alert system) to assess students' learning and monitor progress. The program meets the 80% proficiency benchmark in regards to all program/course learning outcomes. Course material is regularly reviewed and addresses industry trends and standards. The most in-demand skills include critical thinking, ethical decision making, and cultural competency. The program supports several key initiatives, including the 911 Dispatch program, as well as many internship opportunities. For students who do not wish to be in a uniform, the program provides opportunities with the courts, the 911 Dispatch program, and others. The program utilizes faculty connections, free resources, and technology such as Smart Draw software to enhance the student experience.

Program alum Dennis Boyd joined the conversation and shared his experience as a student in the Criminal Justice program. He reported that he switched his major from Psychology to Criminal Justice, intending to become a probation officer. He stated that the faculty engagement is strong and truthful, noting that Professor Rahman took him to the courthouse and supported him. While there he met some judges and understood that he belonged there. He was given special assignments from the judges which enabled him to increase his skills. He is currently studying Pre-Law at Chestnut Hill College. He shared those students in the Criminal Justice program feel that they are part of a community of learners. Even now, while studying at different institutions, they stay in touch with each other. Finally, he shared that he is a first-generation student who did not have a "blueprint" for college, acknowledging the dedicated support he received while at CCP to enable him to succeed.

Trustee Dubow acknowledged Dennis' commitment to the community and asked what year he was in at Chestnut Hill. Dennis reported that he is currently a junior.

Board Chair Epps asked how many students go into the workforce vs. transfer. Professor Rahman reported that about 40% transfer, 35-40% enter the workforce, and some students take a break from college and go back into their careers but asked Dr. Birge to verify. Dr. Birge confirmed that 47.8% transfer. It was also noted that those entering the workforce earn \$45,000/year and those in uniform jobs earn \$65,000-\$70,000/year.

Trustee Posoff asked if the program could grow and Provost Marshall responded that more resources would be needed, such as faculty lines and support for internships. Trustee Posoff asked about the intersection and timeline with CCME. Dean Sanders responded that a revised Fire Science program and a proposal for a Public Safety program are currently with the department head for review. New programs could be ready for fall, depending on federal financial aid guidelines.

Trustee Fulmore-Townsend shared a kudos and noted that she was impressed with the student and acknowledged the support he received from the program.

### **(c) Supporting Student Success through Career Placement**

Next, Provost Marshall introduced Director of Career Connections, Mr. Tony Cobas, who joined the meeting to deliver a presentation on activities in his area. Associate Vice President & Dean of Students Dr. Brad Kovaleski was also in attendance. Mr. Cobas introduced his team via the presentation. He presented the services they provide to students and the tools available to students, noting that Handshake is the main tool we utilize to connect students to career opportunities. Another tool, Big Interview, helps students practice for interviews and has an AI feature that gives students immediate feedback. He noted that most companies use AI to screen applicants. With this tool, students can scan their resume against a job opportunity and receive feedback. The cost is \$60/month if they had to purchase it on their own.

Other tools available to students include:

- FOCUS2Career - allows students to see where they are in their career planning
- Forage - built into Starfish and allows a student to get a job simulation with Fortune 500 companies like PWC and earn certification.

Mr. Cobas reviewed the team's key metrics from 2022-2025 and noted that he handles everything related to employers. His office holds employer information sessions and career events such as the career fair, and provides headshots for LinkedIn. They offer as many workshops to students as possible such as resume writing and AI. He noted that CCP received a kudos from Handshake for having 2105 activations - 80% - compared to other institutions at 45%. He noted that the top majors using the resources in his area are Business General, Healthcare Studies, and Cybersecurity.

Trustee Fulmore-Townsend asked about student participation. Mr. Cobas responded that engagements are everything. Trustee Fulmore-Townsend noted that the size of the team changed over time. Provost Marshall responded that the team lost members through attrition and that some positions have not been replaced due to budgetary constraints. Board Chair Epps asked about the ideal ratio. Mr. Cobas responded that the best practice is 1 advisor for every 100 students, but noted that no one is doing that. Board Chair Epps asked what the office would need to be more effective. Mr. Cobas responded that he would need at least two more bodies. Provost Marshall shared that she is requesting one position given the freeze. Board Chair Epps noted that this is a pathway to a job.

Tony said he is working with Marketing and Communications to get information out to students, so they know what is available.

Trustee Fulmore-Townsend asked about resumes and feedback from students. Mr. Cobas stated that students consult Indeed, but noted that Indeed does not work for students. Trustee Posoff asked how the students knew about the office. Mr. Cobas replied that students receive an email via Handshake. Trustee Posoff asked about the impact of AI biases. Mr. Cobas replied that AI models are looking at resumes. To support students in the process, he alerts

recruiters as soon as students apply. Mr. Cobas noted that Big Interview helps with using AI to even the playing field.

Mr. Cobas reviewed current projects such as:

- Students and Employer Engagement
- Resource Constraints
- New Trends

Dr. Marshall added that in addition to supporting this office, the college has counselors who provide career counseling. Chairman Epps asked, where are these people stationed? Cobas informed the board that the counselors are stationed around campus. Chairman Epps asked, how is NERC and other Regional Centers supported? Cobas responded that the staff rotates to support our Regional Centers, and that one of the staff members has resigned. Dr. Marshall shared that the college is working on increasing the presence of counselors and support services in general at the regional centers to help address this.

Trustee Posoff asked how this is being shared across the CCP community, specifically, the faculty, to get the information to students? Dr. Sanders responded that there would be a presentation the next day with Department Heads to get this information out to as many stakeholders as possible.

Mr. Cobas continued to speak to New Initiatives – Moving Forward

- Saturday Appointments
- Saturday and Summer Workshops
- More Employers on Campus
- NACE – **National Association of Colleges and Employers** is a professional organization focused on connecting college career services and recruiting professionals. They empower and connect the community of professionals to support, develop, and employ the college-educated workforce.
- NCDA – **National Career Development Association** (Credentialing Agency) - A certification, in the context of career development, refers to credentials issued by the NCDA to recognize individuals who have met specific standards of knowledge, skills and experience in the field of career development
- Career Threads – “Agency” is a corporation in New York that is looking to partner with CCP on professional attire/clothing.

Trustee Posoff asked if there was a cost. Cobas informed the board that the event would be free to attend. Chairman Epps asked if the ‘Agency’ is a national organization? Cobas informed the board that the Agency is NY-based and that our institution would be their first Community College in PA to partner.

Mr. Cobas shared that the College is preparing to launch a Uconnect Platform, which will centralize career readiness services for students in one place. Chairman Epps asked if the college can serve the students. Cobas reiterated that staffing is an issue and the need for more

staff. Trustee Posoff inquired about Alumni, to which Cobas replied that the college's alumni utilize the system and we support them as much as we can.

Trustee Fulmore-Townsend motioned for meeting to be adjourned at 2:35 p.m. Trustee Posoff seconded the motion.



# COMMUNITY COLLEGE OF PHILADELPHIA

## Academic Program Review: Criminal Justice A.A.S.

Authors: Francesca DiRosa, William Love, Diael Thomas, Lizzie Gordon

Spring 2025

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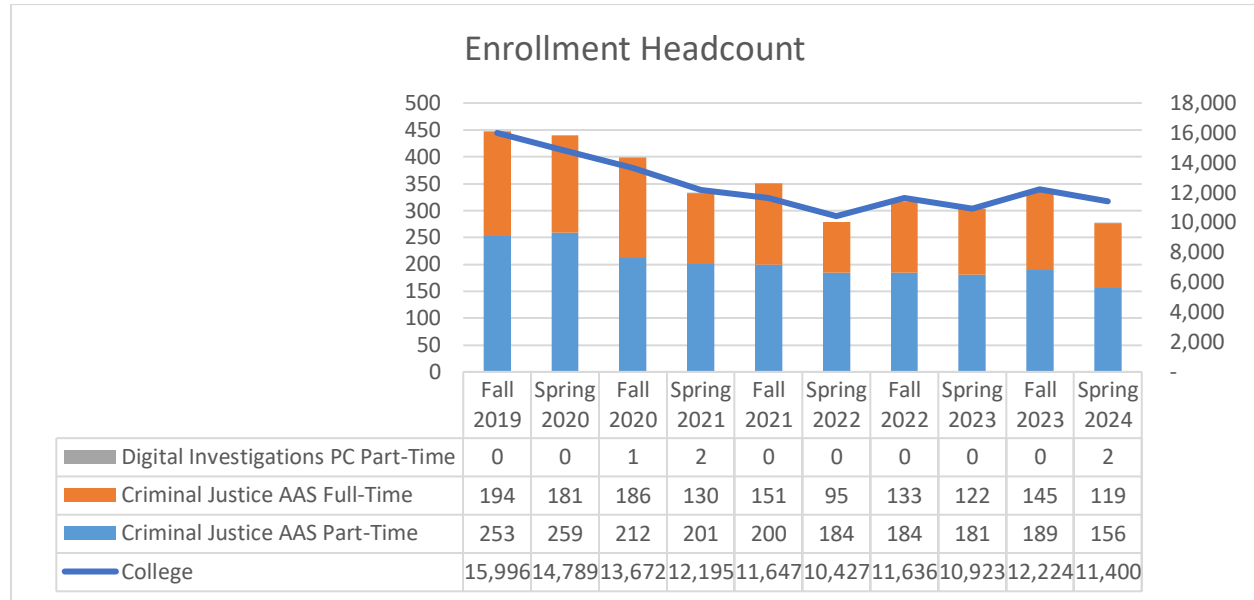
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## 1. Executive Summary

### A. Key Findings

#### Enrollment and Demographics

1. Average enrollment in the Criminal Justice program and Digital Investigations PC between Fall 2019 and Spring 2024 was 348.
2. On average, Criminal Justice enrolled a larger proportion of full-time students (41.6%) than that of the College overall (30.6%).



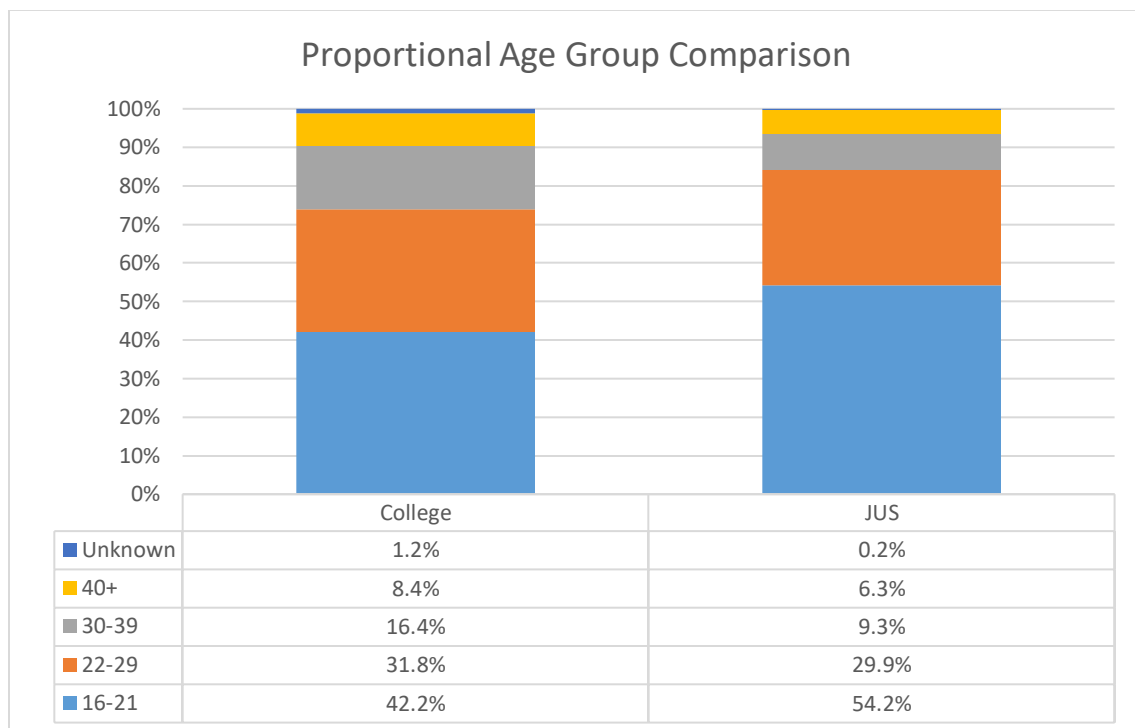
3. On average, Criminal Justice enrolled a similar percentage of students identifying as Black females (32.8%) as the College overall (30.1%) and a similar percentage of Black males (10.3%) as the College overall (12.3%).
4. On average, Criminal Justice enrolled a lower percentage of students identifying as Asian (2.8%) as the College overall (10.7%).
5. On average, Criminal Justice enrolled a higher percentage of students identifying as Hispanic (29.9%) as the College overall (17.0%).
6. On average, Criminal Justice enrolled a lower percentage of students identifying as White (15.7%) as the College overall (21.9%).

\*Percentages are for both programs combined.

| JUS                           |        | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 | AVG  |
|-------------------------------|--------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|------|
| Amer Indian or Alaskan Native | Female | 0.4%      | 0.5%        | 0.5%      | 0.3%        | 0.3%      | 0.4%        | 0.0%      | 0.3%        | 0.3%      | 0.4%        | 0.4% |
|                               | Male   | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.4%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0% |
| Asian                         | Female | 1.1%      | 1.4%        | 0.5%      | 0.3%        | 0.9%      | 1.1%        | 1.3%      | 1.7%        | 0.9%      | 0.7%        | 1.1% |
|                               | Male   | 1.6%      | 1.4%        | 1.3%      | 1.8%        | 2.6%      | 3.2%        | 1.9%      | 1.3%        | 1.2%      | 0.7%        | 1.7% |

|                         |         |       |       |       |       |       |       |       |       |       |       |       |
|-------------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>Black</b>            | Female  | 32.7% | 33.0% | 32.8% | 35.1% | 33.3% | 31.9% | 32.0% | 30.8% | 34.1% | 32.1% | 32.8% |
|                         | Male    | 12.5% | 11.7% | 9.5%  | 11.1% | 11.4% | 12.2% | 12.7% | 9.9%  | 8.4%  | 8.7%  | 10.3% |
|                         | Unknown | 0.4%  | 0.2%  | 0.3%  | 0.3%  | 0.3%  | 0.4%  | 0.3%  | 0.3%  | 0.0%  | 0.0%  | 0.2%  |
| <b>Hispanic</b>         | Female  | 17.0% | 19.2% | 21.3% | 18.0% | 20.2% | 20.1% | 22.8% | 23.5% | 25.1% | 26.0% | 22.0% |
|                         | Male    | 10.5% | 8.7%  | 5.3%  | 6.3%  | 6.6%  | 6.5%  | 7.6%  | 7.9%  | 8.1%  | 7.9%  | 7.5%  |
|                         | Unknown | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.6%  | 0.4%  | 0.3%  | 0.3%  | 0.6%  | 0.7%  | 0.4%  |
| <b>Multi-Racial</b>     | Female  | 1.6%  | 1.8%  | 2.0%  | 1.8%  | 3.4%  | 3.2%  | 1.6%  | 3.3%  | 3.0%  | 3.6%  | 2.5%  |
|                         | Male    | 1.1%  | 0.5%  | 0.5%  | 0.3%  | 0.6%  | 0.7%  | 0.6%  | 1.0%  | 1.8%  | 2.2%  | 1.0%  |
| <b>Other/Unknown</b>    | Female  | 2.2%  | 3.0%  | 3.0%  | 2.4%  | 2.3%  | 2.9%  | 1.9%  | 3.0%  | 2.1%  | 2.9%  | 2.9%  |
|                         | Male    | 0.7%  | 0.9%  | 1.5%  | 2.4%  | 2.0%  | 1.8%  | 0.9%  | 1.3%  | 0.3%  | 0.4%  | 1.2%  |
| <b>Pacific Islander</b> | Female  | 0.4%  | 0.2%  | 0.3%  | 0.0%  | 0.3%  | 0.4%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.1%  |
|                         | Male    | 0.2%  | 0.0%  | 0.3%  | 0.0%  | 0.3%  | 0.4%  | 0.0%  | 0.0%  | 0.0%  | 0.4%  | 0.1%  |
| <b>White</b>            | Female  | 9.2%  | 10.1% | 11.3% | 11.4% | 9.4%  | 9.3%  | 9.5%  | 9.3%  | 9.6%  | 8.7%  | 9.5%  |
|                         | Male    | 8.3%  | 7.6%  | 9.8%  | 8.4%  | 5.7%  | 5.0%  | 6.6%  | 6.0%  | 4.5%  | 4.7%  | 6.2%  |

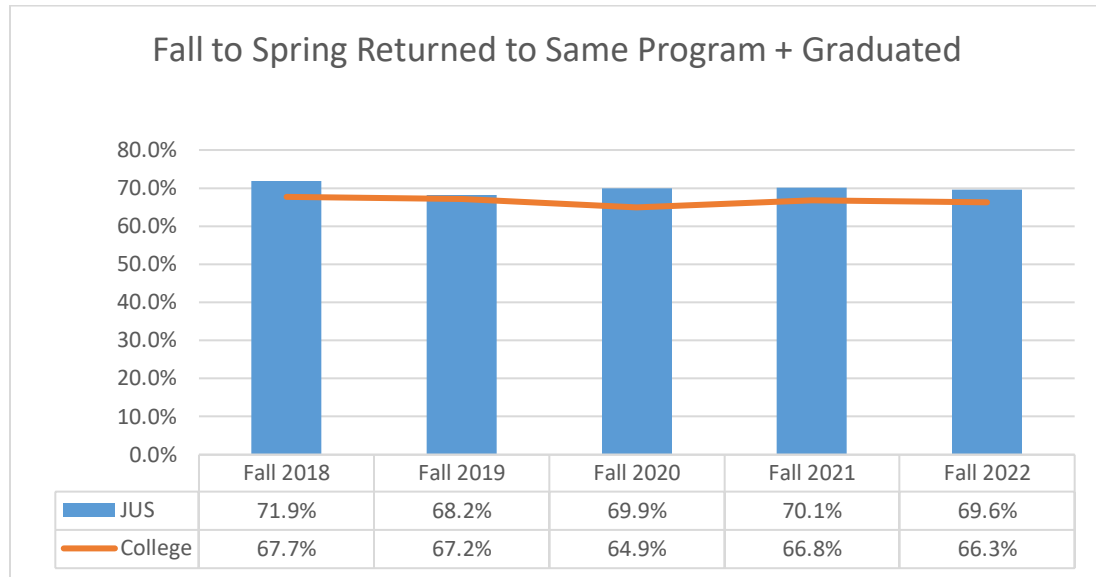
7. The program enrolled a larger average proportion of students under 30 years of age (84.1%) than the College overall average (74%).



## Retention

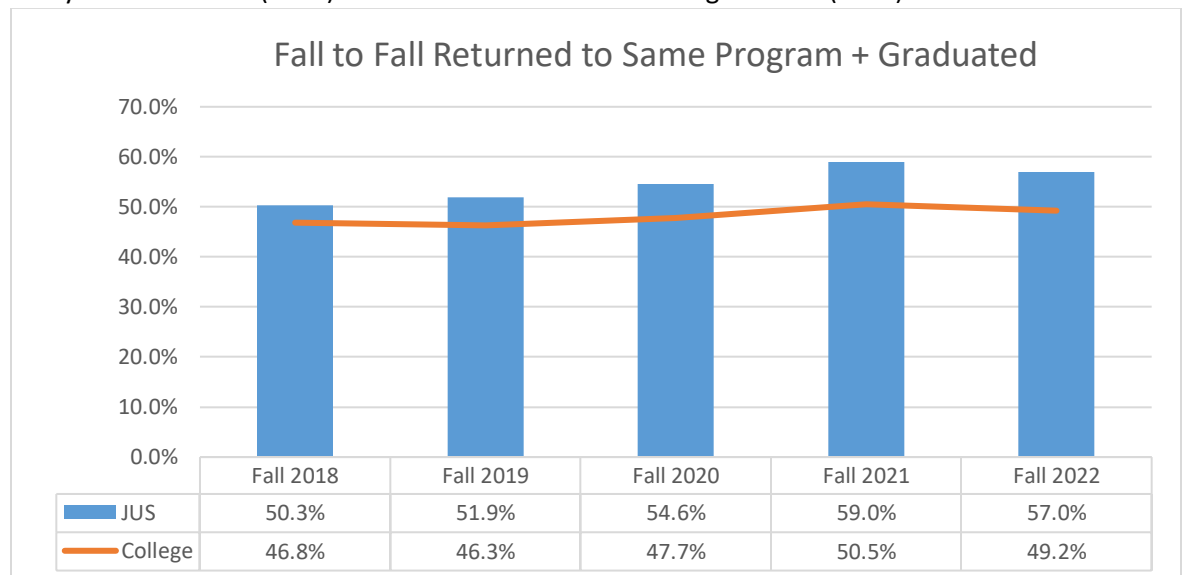
### Fall to Spring

8. Between Fall 2018 and Fall 2022, the proportion of Criminal Justice students who returned to the same program from one semester to the next (64.0%) was similar to the College overall (63.2%).
9. The program's average proportion of students who returned to a different program from one semester to the next (3.5%) was similar to the College overall (4.0%).



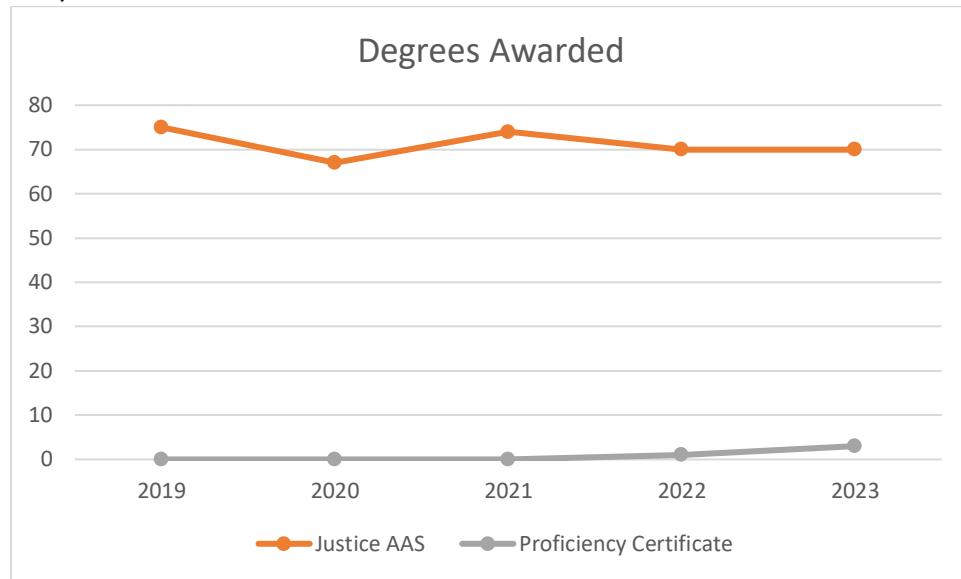
#### Fall to Fall

10. Between Fall 2019 and Fall 2022, the proportion of Criminal Justice students who returned to the same program from one year to the next (38.8%) was similar to that of the College overall (36.2%).
11. The program's average proportion of students who returned to a different program from one year to the next (4.9%) was similar to that of the College overall (7.0%).



#### Success and Graduation

12. Over the period studied, the Criminal Justice program awarded 356 AAS degrees and 4 Proficiency Certificates.



### Advisory Committee

13. The advisory committee is comprised of local community partners from organizations such as the Criminal Justice Center, Philadelphia Police Department, Adult Probation and Parole, Juvenile Probation and Parole, and PA State Troopers with roles such as investigator, captain, probation officer, and attorney.

### Assessment

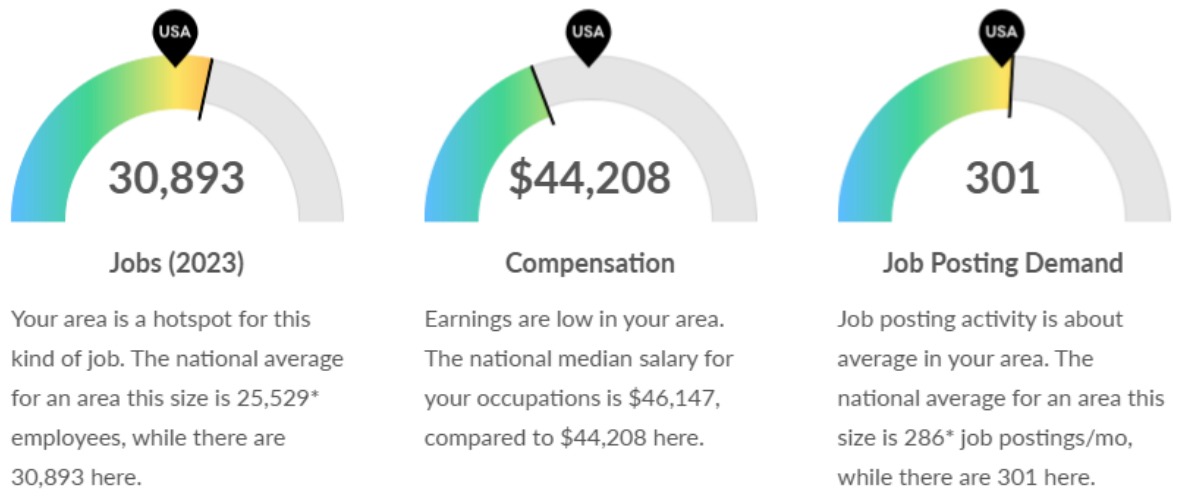
14. The AAS in Criminal Justice has six program learning outcomes:
- (1) Identify the foundation, structure and components of the contemporary criminal justice system.
  - (2) Identify and analyze the core principles, practices and skills required for a successful career in criminal justice.
  - (3) Describe and evaluate the role of the criminal justice concepts of reasonable suspicion, probable cause and proof beyond a reasonable doubt from interrogation, arrest, prosecution and conviction.
  - (4) Describe the legal concept of juvenile delinquency including the traits and social characteristics that are the common correlations of delinquent behavior, explaining the difference between the juvenile process and procedures and the adult processes and procedures.
  - (5) Analyze the role of ethical principles and behavior that permeate multiple aspects of the criminal justice system.
  - (6) Observe, interact with, and participate in the criminal justice system through multiple experiential learning opportunities.
15. Course faculty analyze assessment data both at the individual student level, course level, and aggregated. Course content and performance are regularly reviewed to make

improvements such as adding experiential learning, integrating current events, and including more OER resources.

### Workforce Development

16. The program is staying current with changes in the criminal justice field through new courses such as *Victimology and Trauma*, *Race and Justice*, and *Technology and Criminal Justice*.
17. The program offers experiential learning opportunities such as mock trials, court visits, and internships as well as guest lectures from local law enforcement agencies, courts, corrections departments, and victim advocacy organizations.
18. Criminal Justice hosts career fairs, participates in professional organizations and has articulation agreements with several local institutions.

#### Average Job Posting Demand Over a Deep Supply of Regional Jobs



### Cost

19. Over the period studied, Criminal Justice ran between twelve and seventeen of its required courses which were enrolled at 71.5% capacity on average.
20. Over the period studied, the program had a direct cost per full-time equivalent (FTE) of \$3111, which was lower than its division average of \$3948 and lower than the College average of \$4187.

## B. Prior APR

### Recommendations from the Prior Audit (2014) and Program Response:

1. Evaluate the merits of the Justice Certificate and assess whether the certificate provides value to the holder.

In 2014, all students who received a Justice Certificate also received a Justice Degree at the same time or prior to receiving the certificate. If students are receiving the degree at the same time or before the certificate, they are not using this Certificate as a steppingstone to the degree. Additionally, there is some question as to whether a certificate alone contributes to employment opportunities—faculty, the advisory committee and former certificate students should be consulted.

Timeline: Report completed by Spring 2015.

Persons Responsible: Program Director, Advisory Committee.

**Program Response:** The Justice Certificate was discontinued in AY 2015-2016, due to a lack of student interest leading to low enrolment. Students demonstrated a greater interest in the associate degree in Criminal Justice, given the breadth of course offerings, as well as focusing on specificity in various aspects of the field.

2. Clarify the role of the concentrations within the degree.

There has been some student misunderstanding about whether students are required to complete the requirements for a concentration or if a concentration is a mandatory part of the program. Faculty indicate that the concentrations are simply pathways for students interested in particular employment opportunities. This needs to be clarified for both students and within published program documents.

Timeline: End of Fall 2014.

Person Responsible: Program Director, Program Faculty, Advising Staff.

**Program Response:** The Program no longer offers curricular concentrations. Guided Pathways has become an inherent part of the College's initiatives to engage and direct students toward their specific academic and career goals as well as exploring concomitant "pathways" while attending the College.

3. Continue to develop the processes used to gather data on current students.

The Justice Program currently administers surveys; however, the Program must create a formalized, regular process for collecting information, analyzing results, and disseminating and using the findings. This is an important part of the process for assessing student learning outcomes.

Timeline: Ongoing. Process established by end of Spring 2015.

Person Responsible: Program Director, Program Faculty.



**Program Response:** Since the last APR was conducted, the primary assessment tool utilized by the College at large has been AEFIS. All faculty have been trained and participate each semester in uploading their student data. The outcome reports, subsequently guide faculty, in regard to making substantive changes to the nature of assignments and testing, making changes to the method and modes of instruction, assessing gaps in outcomes, and discerning areas of incongruity among assignments and course learning outcomes and course learning outcomes and program learning outcomes.

### C. Action Items

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

#### Enrollment and Demographics

1. Increase enrollment as follows:

| Benchmarks                                |                     |            | Fall 2025 Projection |             | Fall 2027 Projection |            | Fall 2029 Projection |            |
|---|---------------------|------------|----------------------|-------------|----------------------|------------|----------------------|------------|
| Fall 2019 Headcount (Pre-COVID Benchmark) | Fall 2023 Headcount |            | #                    | % increase* | #                    | % increase | #                    | % increase |
|   |                     |            | Low Range            | 322         | -3.56%               | 311        | -3.36%               | 301        |
| 447                                       | 334                 | Base       | 337                  | 0.82%       | 341                  | 1.05%      | 345                  | 1.11%      |
|   |                     | High Range | 351                  | 5.21%       | 370                  | 5.46%      | 390                  | 5.53%      |

\*Increase from Fall 2023 headcount

\*\* "Low range" projections reflect expected growth given few to no successful enrollment interventions; "High range" projections reflect expected growth if planned interventions are successful.

**Responsibility:** Department Head and Program Coordinator with College Support

**Timeline:** Fall 2027

### D. Narrative

The Criminal Justice program provides the education, knowledge, and skills needed to protect the public and work within the law enforcement and criminal justice systems. A sequence of courses is offered to help students 1) establish a knowledge base about Justice, 2) develop a set of professional values and 3) improve skills related to professional activity.

Students that complete the Criminal Justice program will be prepared to work as state or municipal police officers/troopers, state or municipal corrections officers, parole and probation officers, private security managers, private investigators, homeland security investigators/screeners and youth detention counselors.

Underlying the theoretical, philosophical, and experiential foundations of the Criminal Justice program are intellectual questions that require ongoing exploration and are framed within the diversity of culture and societal change. These questions are the guide for teaching and best practices in a modern-day criminal justice system that focuses on procedural and substantive justice for all citizens. Questions such as the following encourage critical inquiry and serve to integrate an interdisciplinary approach that provides students with a holistic understanding of the Criminal Justice system and its stakeholders: *What constitutes justice? How can it be achieved for victims and offenders? How do systems of power and inequality shape the Criminal Justice system and its impact on the community? How can victim advocacy and restorative justice practices improve public safety support, healing and reduce recidivism? How can Criminal Justice students be agents of social change within the legal field?*

Students engage in real-world experiences such as mock trials, restorative teaching circles, police ride-alongs, court visits, and internships with local agencies. Events like the annual *Law & Society Week* and the *Speaker Series* connect students with industry professionals and cutting-edge practices. The program collaborates with local law enforcement, courts, victim services, and nonprofit organizations to align course content with industry needs and create networking opportunities for students.

## 2. Program Analysis

The Criminal Justice program provides the education, knowledge, and skills needed to protect the public and work within the law enforcement and criminal justice systems. A sequence of courses is offered to help students 1) establish a knowledge base about Justice, 2) develop a set of professional values and 3) improve skills related to professional activity.

Upon completion of the program, students already working in a justice setting will substantially enhance their knowledge, values, and skills. Students will also be prepared to transfer to a four-year institution or to enter a justice setting at an entry level.

Students that complete the Criminal Justice program will be prepared to work as state or municipal police officers/troopers, state or municipal corrections officers, parole and probation officers, private security managers, private investigators, homeland security investigators/screeners and youth detention counselors.

Given the nature of roles and responsibilities inherent in positions in the field of criminal justice, critical thinking, situational analysis and ethical decision-making are all necessary skills for success in the field. Therefore, the development, reinforcement, and demonstration of these skills become an essential component of student learning as they progress through the Criminal Justice curriculum. Students benefit from the introduction of “real-world” experiences in which they have opportunity to use these skills, as well as to continuously reflect upon their own perspectives, possible biases and stereotypes, empathy or lack thereof, emotional stamina, active listening skills, and, ultimately, their true passion

and fit for public service. In addition, the Criminal Justice program fosters continued community partnerships through internships, service learning, and public forums that engage students in the life of the City of Philadelphia beyond their classroom experiences. These types of experiential learning prepare graduates to seamlessly enter careers in public service and sit with confidence at the tables for justice reform.

Underlying the theoretical, philosophical, and experiential foundations of the Criminal Justice Program are intellectual questions that require ongoing exploration and are framed within the diversity of culture and societal change. These questions are the guide for teaching and best practices in a modern-day criminal justice system that focuses on procedural and substantive justice for all citizens. Questions such as the following encourage critical inquiry and serve to integrate an interdisciplinary approach that provides students with a holistic understanding of the Criminal Justice system and its stakeholders: *What constitutes justice? How can it be achieved for victims and offenders? How do systems of power and inequality shape the Criminal Justice system and its impact on the community? How can victim advocacy and restorative justice practices improve public safety support, healing and reduce recidivism? How can Criminal Justice students be agents of social change within the legal field?*

Program faculty enable students to explore diverse perspectives on justice through the lens of these intellectual questions. Course material and instruction that include real-world scenarios, provision of landmark case studies, and policy reviews and critiques enable students to apply theoretical concepts to current events, restorative justice practices, and community challenges. Moreover, fostering practical skills needed in victim advocacy, social justice, and systemic reforms remains an essential programmatic goal in preparing students to serve as agents of change in the field of criminal justice. These programmatic goals cannot be achieved without effective teaching, as well as meaningful faculty engagement with students, the College community, and Philadelphia and surrounding communities.

Full-time faculty members in the Criminal Justice program are deeply engaged with students and provide effective teaching in their respective fields of expertise. They recognize the importance of using interactive teaching methods that reflect the work needed in the field. Therefore, inclusion of mock trials, restorative teaching circles, guest lectures, visits to courts, field trips to correction facilities, and interaction with practitioners in the field provide a dynamic learning experience for students. In addition, faculty spend allocated time throughout the semester mentoring students through related coursework and assist with career counseling through establishing internship opportunities and engagement in various projects within the College and surrounding communities.

Students in the Criminal Justice curriculum have a host of co-curricular activities available to them throughout the semester. These activities reinforce what they are learning in the classroom and contribute to strengthening their potential for successful course and program learning outcomes. As noted above, internships and program partnerships with local law enforcement agencies, courts, victim services, and nonprofits offer real world experiences for students. Initiatives such as, but not limited to, police ride-alongs with officers, working with local judges and Congress, attendance at preliminary arraignments and hearings, trials, and sentencing are invaluable to deepening the understanding of the relationship between societal issues and the field of criminal justice. Finally, annual events such as Law & Society Week and the Speaker Series enhance learning and allow for networking that sets the stage for prospective employment opportunities.

Tracking program and course level success is an ongoing process that involves ongoing collaboration and discussion among the department chair, the program coordinator, and the faculty. Each play a critical

role in the assessment process with the goal of maintaining and enhancing student retention and success.

The creation and implementation of the Criminal Justice Assessment Plan has served as the map to identify the related course and program learning outcomes that need to be assessed. At the present time, AEFIS has been one of the primary tools used within the College for gathering program and student performance data. The use of AEFIS and early alert systems such as Starfish, along with faculty initiated qualitative assessments allow for a comprehensive and meaningful review of student and program outcomes. The totality of these assessments helps to identify at-risk students for targeted support, personalized one-on-one academic advising, and specific referrals to college resources like tutoring, counseling, or Single Stop.

Faculty meet to discuss and use assessment data in various ways. For example, data may highlight the need for intervention measures for students that appear to be struggling in specific courses or with certain types of assignments. Further, assessment data can be helpful in creating methods of outreach when students have not been attending or responsive in online courses. Criminal Justice faculty do not use assessment solely as a quantitative tool, but also as a tool that speaks to underlying issues and concerns that need to be addressed at a more personalized level.

Finally, curriculum and course revisions are directly informed by assessment not only by outcome and completion data, but also from faculty review of current trends. Faculty have participated in committees that align program outcomes with best practices, accreditation standards, and assessment of community needs ensuring that the curriculum is preparing students for a career in the field of justice.

Assessment data has contributed to several changes and improvements in the program that reflect local and societal changes influencing the nature of the field, professional development and staffing needs, and program accessibility. These targeted improvements reflect the Criminal Justice program's commitment to evidence-based growth and responsiveness to the needs of its students and the broader community.

Below is a list of these changes:

**Revised curriculum and course development:** *Victimology and Trauma*, *Race and Justice* and *Technology and Criminal Justice* have been added to the curriculum. These courses have enhanced the program's strategies to address gaps in the curriculum and take a holistic approach to preparing its students for modern challenges. *Technology and Criminal Justice* has now replaced *Introduction to Information Technology (CIS 103)*.

The program has added a program learning outcome related to experiential learning based on assessment data. The data revealed that students demonstrated more engagement and performance outcomes when exposed to experiential learning in their Criminal Justice classes.

**Expanded Online Offerings:** Development of asynchronous courses to support working students and those with caregiving responsibilities.

**Enhanced Support Services:** Availability of faculty during and outside of office hours as a means of providing mentorship and career counseling. Speaker series and workshops are now available to align course content with real-world experience.

**New Partnerships:** 911 Dispatchers Presentations are now offered each semester to introduce students to a new career path.

### 3. Program Description

#### A. Statement of Mission Alignment

The mission of the Criminal Justice program is focused on providing the education, knowledge, and skills required to best serve and protect the public through their work within the field of law enforcement and various roles within the criminal justice system. The Program also addresses the needs of existing personnel working in a justice setting by providing an educational avenue for professional development in job advancement or career change.

The Criminal Justice program aligns with Community College of Philadelphia's mission to develop and implement programming to meet the changing needs of students and those of the workforce at large. In this regard, the Criminal Justice faculty have continued to embrace this mission by remaining current with best practices in course development and content, as well as through ongoing collaboration with various agencies and organizations within the City of Philadelphia. These relationships allow the College to have an active voice in programming and initiatives related to law enforcement and criminal justice systems, thereby further enhancing the College as a proponent and partner in addressing contemporary social issues and placing the Criminal Justice curriculum in forefront of innovative education and career pathways creations.

#### B. History and Revision to Curriculum

| Revision Type           | Effective Date | Description   | Rationale and Comments  |
|-------------------------|----------------|---|---|
| <b>New PC Proposal</b>  | FL19           | Created the Digital Investigations Proficiency Certificate.       | The Digital Investigations Proficiency Certificate provides students with an understanding of digital investigation, including fundamentals of crime scene investigation, chain of custody, and constitutional concerns relating to admissibility of evidence at trial. |
| <b>Program Revision</b> | FL19           | Changed the name of the program from Justice to Criminal Justice. | Criminal Justice is the standard name for this degree program at the college level. The name "Justice" is confusing to students and transfer institutions.  |
| <b>Program Revision</b> | FL19           | Added JUS 131 as a required course.                               | JUS 131 provides students with hands-on, practical experience using software programs developed for criminal justice.   |
| <b>Program Revision</b> | FL19           | Added DF 101 and DF 201 as electives.                             | An understanding of digital crime scene preservation and best practices in digital  |

|                         |      |   |   |
|-------------------------|------|---|---|
|                         |      |   | investigation will make students more marketable in the criminal justice field.   |
| <b>Program Revision</b> | FL19 | Removed JUS 251, 221, 105, and 261 as requirements.   | Mandating these four courses does not benefit students in the program; however, all four courses are included among the eleven possible Criminal Justice electives.   |
| <b>Program Revision</b> | FL19 | Included options in the third and fourth semester in communication, political science, digital forensics, and addiction.  | This change more directly supports students' career paths and will better prepare students for transfer.  |
| <b>Program Revision</b> | FL19 | Removed CIS 103.  | JUS 131 will meet the College's technology requirement.   |
| <b>Program Addendum</b> | FL21 | Added JUS 298 as an elective.   | JUS 298: Criminal Justice Internship allows students to obtain practical experience by applying the knowledge learned throughout the criminal justice program in a work environment.  |
| <b>Program Addendum</b> | FL21 | Added BLAS 101 and PSYC 222 as electives.   | PSYC 222: Forensic Psychology contextualizes psychology in the criminal justice framework. BLAS 101: Introduction to Black Studies broadens students' perspective regarding historical treatment of African Americans in the United States and increases insight into historical and current Criminal Justice policy. |
| <b>Program Addendum</b> | FL21 | Reduced the number of electives in the third semester from three to two, added JUS 191 to the catalog grid, course sequence, and curriculum map as a required course. | JUS 191 helps to prepare students for entry into a wide variety of positions in fields such as criminal justice, social work, counseling, and victim advocacy.  |
| <b>Program Addendum</b> | FL21 | Replaced JUS 241 with JUS 122 in the second semester, moved JUS 241 to the third semester and removed one elective choice in the third semester.                      | JUS 122: Race and Justice, a new course, normalizes cultural competency as a skill that entry-level professionals need to enter the criminal justice field, specifically in urban areas like Philadelphia.  |
| <b>Program Addendum</b> | FL21 | Replaced FNMT 118 with MATH 150.  | FNMT 118 has been removed, and other mathematics courses have been specified to facilitate transfer to four-year institutions.  |

|                         |      |   |  |
|-------------------------|------|---|--|
| <b>Program Addendum</b> | FL21 | Updated the catalog grid and course sequence to reflect the revised general education requirements. | "Foreign Language" was updated to "World Language," and, to meet the new Oral Communication/Creative Expression requirement for general education, the language option has been removed from the third semester.   |
| <b>Program addendum</b> | FL23 | Added one additional PLO.   | As part of the assessment process for criminal justice over the past couple of years, faculty proposed several experiential opportunities to increase engagement and to improve student outcomes within the program.   |
| <b>Program addendum</b> | FL23 | Added FNMT 118 as an alternative for students to fulfill their quantitative reasoning requirement.  | An analysis of data over the past year reveals that since the Criminal Justice program replaced the quantitative reasoning requirement on the curriculum map with Math 150, fewer students have obtained proficiency. Where Math 150 is suitable for some students, others would benefit from the option to take FMNT 118: Intermediate Algebra. |

## 4. Learning Outcomes and Assessment

### A. Assessment Cycle Plan

The AAS in Criminal Justice has six program learning outcomes:

1. Identify the foundation, structure and components of the contemporary criminal justice system.
2. Identify and analyze the core principles, practices and skills required for a successful career in criminal justice.
3. Describe and evaluate the role of the criminal justice concepts of reasonable suspicion, probable cause and proof beyond a reasonable doubt from interrogation, arrest, prosecution and conviction.
4. Describe the legal concept of juvenile delinquency including the traits and social characteristics that are the common correlates of delinquent behavior, explaining the difference between the juvenile process and procedures and the adult processes and procedures.
5. Analyze the role of ethical principles and behavior that permeate multiple aspects of the criminal justice system.
6. Observe, interact with, and participate in the criminal justice system through multiple experiential learning opportunities.

PLOs are assessed every year using various direct measures such as weekly writing assignments, quizzes, exams, essays, and discussion posts. During the pandemic, the program adjusted to better facilitate online discussion. The program coordinator works with course faculty to share assignments and facilitate teaching circles. Course materials and strategies are regularly evaluated and updated to address current events and improve student learning.

## B. Course and Program Assessment Status

The program assessed all six PLOs during the period studied. In AY 2019-2020 the program met its benchmark of 80% for PLOs 1, 2, and 5. In AY 2020-2021 the program assessed PLOs 3 and 5; PLO 3 met its benchmark of 80%. In AY 2021-2022 the program met its benchmark of 80% for PLO 2 although PLO 4 was close at 79% proficiency. In AY 2022-2023, the program met its benchmark for all PLOs except PLO 5.

Course faculty analyze assessment data both at the individual student level, course level, and aggregated. Course content and performance are regularly reviewed to make improvements including:

- Adding experiential or hands-on assignments such as courthouse visits
- Integrating current events into coursework such as the increase of misinformation and radicalization of domestic terrorists over recent years
- Including more OER resources with five courses (as of 2021-2022) completely using OER resources
- Using case studies and topical ethics discussions to contextualize topics
- Creating a teaching circle for JUS 101 to share assignments and collectively improve teaching practices
- As continuous improvement in courses where students do well, adding additional assignments to assessment to ensure students are proficient in a variety of issues

## 5. Chart of Program Faculty

| Name                      | Rank                | Courses Taught  | Service to the College/Professional Contributions  |
|---------------------------|---------------------|---|--|
| <b>Elizabeth Canapary</b> | Assistant Professor | All Justice Courses;<br>Paralegal studies;<br>Digital Forensics | <ul style="list-style-type: none"> <li>• Co-Chaired with Girija Nagaswami Standard V for Middle States</li> <li>• Acted as DCAF from 2021-2023</li> <li>• Acted as Criminal Justice Curriculum Coordinator from 2017-2023</li> <li>• Worked on creating Credible Messenger curriculum</li> <li>• Appointed Emergency Arraignment Court Magistrate in May 2023</li> <li>• Work as Night-time Hearing Officer in the Emergency Protection from Abuse Unit</li> </ul> |



|                      |                     |   |  |
|----------------------|---------------------|---|--|
|                      |                     |   | <ul style="list-style-type: none"> <li>Practice law in post-conviction criminal proceedings.</li> </ul>  |
| <b>David Freeman</b> | Associate Professor | All Justice Courses                                     | <ul style="list-style-type: none"> <li>Volunteer Attorney, VIP, representing indigent individuals before the Philadelphia County Landlord-Tenant Court. Represented numerous individuals in matters before the Landlord-Tenant Municipal Court.</li> <li>Presiding Judge, Pennsylvania Bar Association's Mock Trial Competition. Served as a Presiding Judge for this competition.</li> <li>Presenter, "The Supreme Court, 2023", Mount Airy Learning Tree, taught a session on the Supreme Court's decisions for 2023.</li> <li>Presiding Judge, American Mock Trial Association National Championship. Served as the Presiding Judge in this organization's national championship rounds.</li> <li>Presenter, "Murder on a Sunday Morning," Mount Airy Learning Tree. taught a session on this Academy Award winning documentary of the rights of a criminal defendant.</li> </ul> |
| <b>William Love</b>  | Associate Professor | All Justice Courses; Intro to Sociology and Criminology | <ul style="list-style-type: none"> <li>Former Social Science Department Chair (2016-2020)</li> <li>Former Director Fox Rothschild Center for law and Society</li> <li>Chief Hearing Officer Emergency Protection from Abuse Unit</li> <li>Substitute Arraignment Court Magistrate</li> <li>Experienced Appellate Counsel and Litigator Post Conviction Relief Act</li> <li>Continuing Legal Education Instructor for PA Judiciary</li> <li>Recipient of many awards from Philadelphia Bar Association, Women Against Abuse, Philadelphia Council for Clergy and other organizations for work in the field of Domestic Violence.</li> </ul>   |
| <b>Malika Rahman</b> | Assistant Professor | All Justice Courses                                     | <ul style="list-style-type: none"> <li>Developed Race and Justice course curriculum to advance Criminal Justice program.</li> <li>Co-Led Fox Rothschild Center for Law and Society and served as facilitator of active learning initiatives.</li> <li>Contributed to professional development through faculty training, workshops in partnership with FCTL, and college-wide presentations.</li> <li>Awarded 40 under 40 award for innovative work in higher education by the American Association of Women in Community Colleges.</li> <li>Actively serving as Criminal Justice Curriculum Coordinator</li> </ul>   |

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|                        |                     |                     |   |
|------------------------|---------------------|---------------------|---|
|                        |                     |                     | <ul style="list-style-type: none"> <li>• Partnered with Philadelphia Police Department Background/Recruitment to address recruitment challenges and build bridges to successful hiring completion.</li> <li>• Co-wrote a grant to establish the Credible Messenger Academy for the City of Philadelphia</li> <li>• Re-established the Criminal Justice Internship program to introduce career pathways.</li> <li>• Served as a panelist and speaker on race, justice, and reform to advance and increase cultural competency.</li> <li>• Executive Member of National Organization of Black Law Enforcement Executives- Greater Philadelphia Chapter</li> </ul> |
| <b>Judy Cruz Ramos</b> | Assistant Professor | All Justice Courses | <ul style="list-style-type: none"> <li>• Developed trauma-informed training through FCTL and collaborated with CME and the Women's Center to offer trauma-related student sessions.</li> <li>• Co-Led Law and Society Week events for Fox Rothschild and served as a liaison for active learning initiatives.</li> <li>• Contributed to professional development through training committees, worked on HIP initiatives through FCTL, and volunteered for voter registration events.</li> <li>• Partnered with the Philadelphia Police Department (911 dispatching) and victim-serving agencies to create internships and introduce career pathways.</li> </ul> |

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## 6. Environmental Scan

### A. Future Directions of the Program/Field

#### 1. How is the field/discipline changing?

- Technology:** The integration of AI in law enforcement, forensic science, and corrections has transformed how crimes are investigated and prosecuted.
- Policy Changes:** Criminal justice reform efforts, such as the push for restorative justice and reduced reliance on incarceration, are reshaping how justice is administered.
- Diversity in Workforce Requirements:** Agencies are increasingly prioritizing diversity, cultural competency, and trauma-informed practices in their hiring and training processes.
- Demand for Higher Education:** Many positions now require advanced degrees or specialized training, such as certifications in cybercrime or victim advocacy.

#### 2. How is the program staying current?

- Curriculum Updates:**

- i. New courses, such as *Victimology and Trauma*, *Race and Justice*, and *Technology and Criminal Justice*, directly address emerging issues and skill requirements in the field.
    - ii. The program replaced the introductory technology course with a more relevant *Technology and Criminal Justice* course to meet the technological demands of the discipline.
  - b. Experiential Learning Opportunities:**
    - i. Students engage in real-world experiences such as mock trials, restorative teaching circles, police ride-alongs, court visits, and internships with local agencies.
    - ii. Events like the annual *Law & Society Week* and the *Speaker Series* connect students with industry professionals and cutting-edge practices.
  - b. Partnerships with Industry Leaders:**
    - i. The program collaborates with local law enforcement, courts, victim services, and nonprofit organizations to align course content with industry needs and create networking opportunities for students.
    - ii. Partnerships, such as the addition of presentations by 911 dispatchers, introduce students to diverse career paths.
  - b. Faculty Expertise and Engagement:**
    - i. Faculty maintain active roles in the field as practitioners, contributing to policy development, legal representation, and community service.
    - ii. Through professional development and participation in accreditation and assessment committees, faculty continuously refine course content to reflect best practices and contemporary trends.
  - b. Assessment and Continuous Improvement:**
    - i. Using tools like AEFIS and Starfish, the program analyzes student outcomes to identify areas for growth, enhance support services, and tailor course offerings.
    - ii. Regular faculty meetings review trends and assessment data to ensure the program aligns with industry standards and prepares students for success.
- 3. How does the program prepare students to participate in the field now and in the future?**
- a. The program focuses on equipping students with a combination of theoretical knowledge and practical skills by:
    - i. Offering hands-on experiences through internships, and partnerships with local agencies.
    - ii. Providing training in critical thinking, ethical decision-making, and cultural competence to prepare them for complex real-world challenges.
    - iii. Embedding courses with discussions about current events and evolving laws to ensure students are well-informed about the present landscape of the field.
    - iv. Offering additional training on trauma-informed care, DEI, and basic cybersecurity, which enhances students' marketability.
- 4. How do the program and faculty connect with industry leaders?**
- a. Faculty and the program maintain active connections with industry leaders by:

- i. Partnering with local law enforcement agencies, courts, corrections departments, and victim advocacy organizations for guest lectures and networking events.
- ii. Hosting career fairs and panel discussions with professionals in areas like forensic science, victim services, and corrections.
- iii. Participating in community advisory boards and professional associations.

**5. How does the program connect with potential transfer partners? What articulation agreements, if any, are in place and in progress?**

- a. The program maintains strong relationships with transfer institutions by:
  - i. Establishing articulation agreements with regional universities to ensure seamless credit transfer for students pursuing a bachelor's degree in criminal justice or related fields. This is normally done through the Dual Admissions Transfer Partnerships office.
  - ii. The college hosts transfer fairs and informational sessions with partner institutions.
  - iii. The college maintains active communication with transfer advisors to keep students informed about transfer pathways.
  - iv. Currently, the program has articulation agreements with several institutions like Temple University, LaSalle University, Cabrini University, Chestnut Hill College, Holy Family University and many others, particularly in areas like forensic science or cybercrime.

**6. Examples of changes to the field include:**

- a. **Changing Job Requirements:** Increased demand for higher education and specialized certifications, such as digital forensics or trauma-informed care.
- b. **Policy Shifts:** The need to include courses on police reform, restorative justice, and de-escalation training.
- c. **Demand Changes:** Growth in areas like cybercrime, forensic psychology, and victim services.
- d. **Technological Innovations:** The integration of virtual reality for training, AI in data analysis, and digital evidence handling, prompting new courses and resources.
- a. **Advancements in Technology:**
  - i. AI and machine learning are increasingly used in predictive policing, forensic analysis, and corrections management.
  - ii. Body-worn cameras and facial recognition software have become standard tools for law enforcement, enhancing accountability and efficiency.
- b. **Shifts in Policy and Practice:**
  - i. Criminal justice reform emphasizes restorative justice practices, alternatives to incarceration, and decriminalization of certain offenses.
  - ii. The legalization of recreational and medicinal cannabis in many states has transformed drug enforcement and related legal frameworks.
- b. **Emphasis on Trauma-Informed Practices:**
  - i. Law enforcement, courts, and correctional facilities are adopting trauma-informed approaches to better support victims and reduce recidivism.

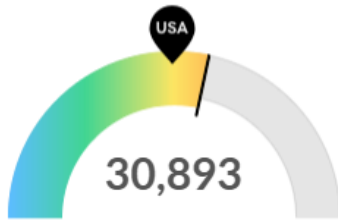
- ii. Training in recognizing and addressing adverse childhood experiences (ACEs) is becoming more widespread.
- b. Diversity, Equity, and Inclusion:**
  - i. Agencies are prioritizing hiring diverse candidates and implementing cultural competency training to build trust within communities.
  - ii. Programs aimed at improving gender and racial equity in leadership roles are gaining traction.
- b. Focus on Mental Health:**
  - i. Crisis intervention teams (CIT) are now common, pairing law enforcement with mental health professionals to handle behavioral health emergencies.
  - ii. Specialized mental health courts address the needs of individuals with mental illnesses, offering treatment-based alternatives to incarceration.
- b. Cybercrime and Digital Forensics:**
  - i. The rise of cybercrime, including fraud, hacking, and human trafficking, has created demand for specialized roles in digital investigations.
  - ii. Law enforcement agencies are adopting digital evidence management systems and cybersecurity training.
- b. Increased Educational Requirements:**
  - i. Many roles now require certifications or degrees in specialized areas such as cybercrime, forensic psychology, or victim advocacy.
  - ii. Continuous professional development is encouraged to keep up with evolving practices and technologies.
- b. Public Accountability:**
  - i. Public scrutiny and calls for transparency have prompted reforms, such as independent oversight committees and public reporting of law enforcement data.
  - ii. The use of open data platforms allows the public to access information about crime trends and agency performance.

## B. Expected Job Growth

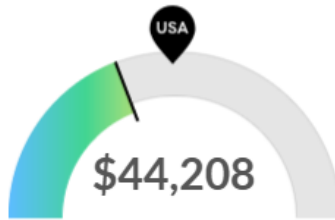
Data are reported from 2023 to 2028 for the following job titles:

- Security Guards
- Police and Sheriff's Patrol Officers
- Private Detectives and Investigators
- Transportation Security Screeners
- Correctional Officers and Jailers

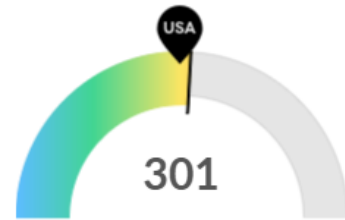
## Average Job Posting Demand Over a Deep Supply of Regional Jobs

**Jobs (2023)**

Your area is a hotspot for this kind of job. The national average for an area this size is 25,529\* employees, while there are 30,893 here.

**Compensation**

Earnings are low in your area. The national median salary for your occupations is \$46,147, compared to \$44,208 here.

**Job Posting Demand**

Job posting activity is about average in your area. The national average for an area this size is 286\* job postings/mo, while there are 301 here.

\*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

**6,619 Unique Job Postings**

The number of unique postings for this job from Jan 2023 to Oct 2024.

**660 Employers Competing**

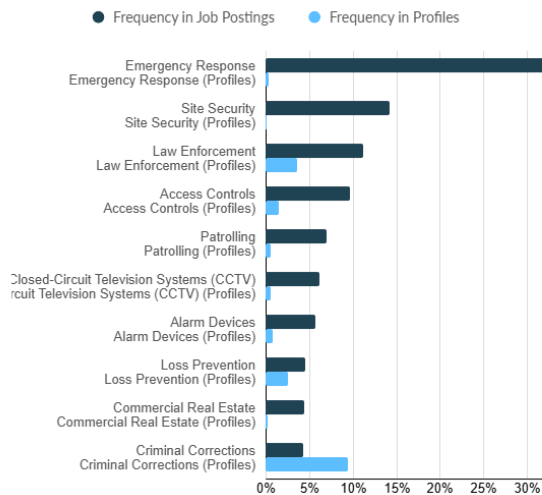
All employers in the region who posted for this job from Jan 2023 to Oct 2024.

**25 Day Median Duration**

Posting duration is 2 days shorter than what's typical in the region.

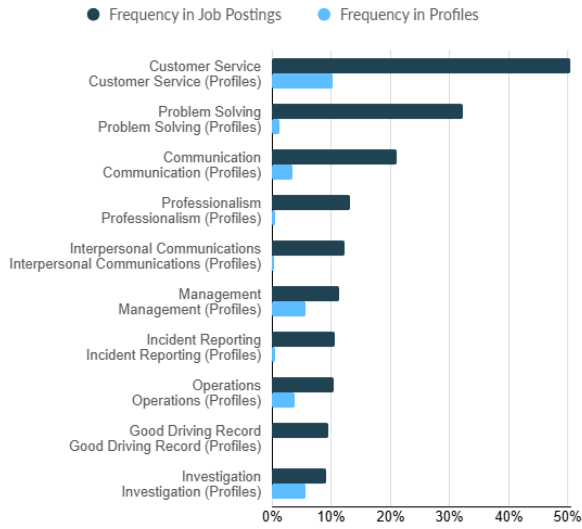
## C. Skills Sought vs. Skills Claimed for Criminal Justice

## Top Specialized Skills



| Skills                                   | Postings | % of Total Postings | Profiles | % of Total Profiles | Projected Skill Growth | Skill Growth Relative to Market |
|--|----------|---------------------|----------|---------------------|------------------------|---------------------------------|
| Emergency Response                       | 2,123    | 32%                 | 38       | 0%                  | +20.3%                 | Rapidly Growing                 |
| Site Security                            | 938      | 14%                 | 12       | 0%                  | +35.2%                 | Rapidly Growing                 |
| Law Enforcement                          | 743      | 11%                 | 413      | 4%                  | +9.8%                  | Growing                         |
| Access Controls                          | 640      | 10%                 | 175      | 2%                  | +7.4%                  | Stable                          |
| Patrolling                               | 467      | 7%                  | 66       | 1%                  | +20.2%                 | Rapidly Growing                 |
| Closed-Circuit Television Systems (CCTV) | 412      | 6%                  | 64       | 1%                  | +6.1%                  | Stable                          |
| Alarm Devices                            | 380      | 6%                  | 88       | 1%                  | +10.5%                 | Growing                         |
| Loss Prevention                          | 304      | 5%                  | 295      | 3%                  | +10.4%                 | Growing                         |
| Commercial Real Estate                   | 295      | 4%                  | 28       | 0%                  | +11.5%                 | Growing                         |
| Criminal Corrections                     | 283      | 4%                  | 1,076    | 10%                 | +9.5%                  | Growing                         |

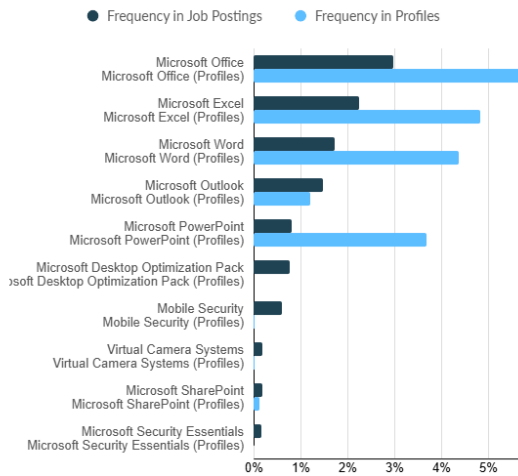
## Top Common Skills



| Skills                       | Postings | % of Total Postings | Profiles | % of Total Profiles | Projected Skill Growth | Skill Growth Relative to Market |
|------------------------------|----------|---------------------|----------|---------------------|------------------------|---------------------------------|
| Customer Service             | 3,341    | 50%                 | 1,173    | 10%                 | +5.2%                  | Stable                          |
| Problem Solving              | 2,134    | 32%                 | 146      | 1%                  | +11.3%                 | Growing                         |
| Communication                | 1,402    | 21%                 | 386      | 3%                  | +3.6%                  | Lagging                         |
| Professionalism              | 878      | 13%                 | 54       | 0%                  | +15.1%                 | Growing                         |
| Interpersonal Communications | 809      | 12%                 | 51       | 0%                  | +12.5%                 | Growing                         |
| Management                   | 749      | 11%                 | 636      | 6%                  | +5.3%                  | Stable                          |
| Incident Reporting           | 706      | 11%                 | 61       | 1%                  | +8.3%                  | Stable                          |
| Operations                   | 695      | 11%                 | 441      | 4%                  | +8.1%                  | Stable                          |
| Good Driving Record          | 626      | 9%                  | 1        | 0%                  | +17.3%                 | Growing                         |
| Investigation                | 606      | 9%                  | 636      | 6%                  | +14.2%                 | Growing                         |

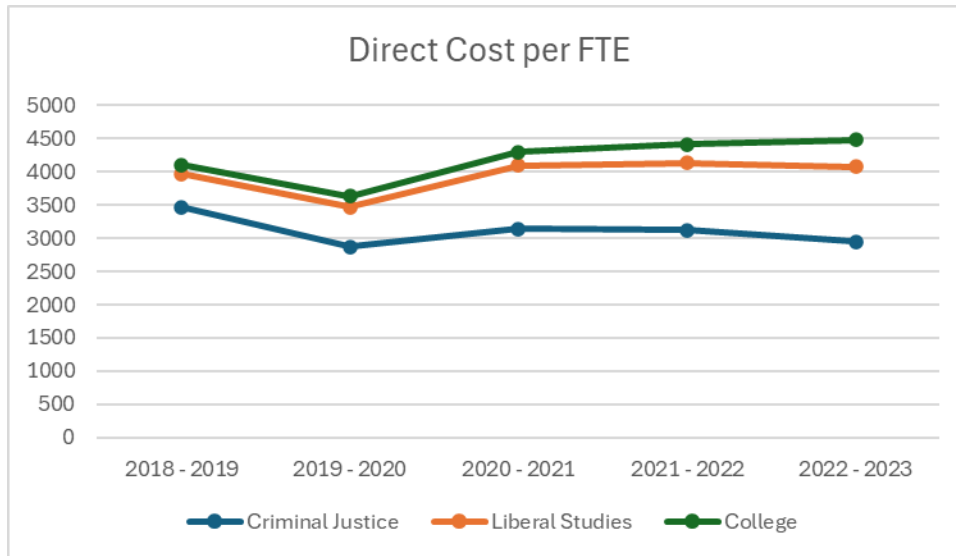


Top Software Skills



| Skills                              | Postings | % of Total Postings | Profiles | % of Total Profiles | Projected Skill Growth | Skill Growth Relative to Market |
|-------------------------------------|----------|---------------------|----------|---------------------|------------------------|---------------------------------|
| Microsoft Office                    | 197      | 3%                  | 650      | 6%                  | +18.5%                 | Growing                         |
| Microsoft Excel                     | 149      | 2%                  | 548      | 5%                  | +17.7%                 | Growing                         |
| Microsoft Word                      | 114      | 2%                  | 496      | 4%                  | +7.2%                  | Stable                          |
| Microsoft Outlook                   | 98       | 1%                  | 138      | 1%                  | +25.0%                 | Rapidly Growing                 |
| Microsoft PowerPoint                | 54       | 1%                  | 418      | 4%                  | +26.1%                 | Rapidly Growing                 |
| Microsoft Desktop Optimization Pack | 51       | 1%                  | 0        | 0%                  | +7.1%                  | Stable                          |
| Mobile Security                     | 40       | 1%                  | 2        | 0%                  | +12.7%                 | Growing                         |
| Virtual Camera Systems              | 13       | 0%                  | 3        | 0%                  | +8.6%                  | Growing                         |
| Microsoft SharePoint                | 12       | 0%                  | 15       | 0%                  | +2.4%                  | Lagging                         |
| Microsoft Security Essentials       | 11       | 0%                  | 0        | 0%                  | +1.6%                  | Lagging                         |

## 7. Special Expenditures and Resources



The Criminal Justice program is significantly cost effective due to the resourcefulness of program faculty. Faculty make effective use of the free informational, interactive, as well as the available criminal justice related web sites and onsite student experiential learning resources throughout Philadelphia. In addition, as a career-oriented program, Perkins funding has been readily available to support student learning and access initiatives.

To ensure that Criminal Justice students are familiar with technology used in the field the following technology is used in the program:

1. Specialized hardware
  - a. The program has iPads to practice crime scene diagramming and composite sketching.
2. Software
  - a. The program uses SmartDraw, Axon, Adobe Pro and open access software to teach students essential technical skills used in various aspects of the field.
3. Equipment
  - a. The program has body cameras for JUS 131: Technology of Criminal Justice that assist in furthering student technical skills and interpreting constitutional issues involved in their use.

## Appendix A

### A. Catalog Description

The Criminal Justice program provides the education, knowledge, and skills needed to protect the public and work within the law enforcement and criminal justice systems. A sequence of courses is offered to help students 1) establish a knowledge base about Justice, 2) develop a set of professional values and 3) improve skills related to professional activity.

Upon completion of the program, persons already working in a justice setting will substantially enhance their knowledge, values and skills. Students will also be prepared to transfer to a four-year institution or to enter a justice setting at an entry level.

Students completing the Criminal Justice program will be prepared to work as state or municipal police officers/troopers, state or municipal corrections officers, parole and probation officers, private security managers, private investigators, homeland security investigators/screeners and youth detention counselors.

### B. Curriculum Sequence

#### Semester 1

| Course Number and Name   | Prerequisites and Corequisites | Credits   | Gen Ed Req.                           |
|--|--------------------------------|-----------|---------------------------------------|
| <u>FYE 101 - First Year Experience</u>   |                                | 3 credits |                                       |
| <u>ENGL 101 - English Composition I</u><br>or<br><u>ENGL 101H - English Composition I (Honors)</u>       |                                | 3 credits | Writing/Research/<br>Info Lit 1       |
| <u>JUS 101 - Survey of Criminal Justice</u>  |                                | 3 credits | Cultural Analysis &<br>Interpretation |
| <u>SOC 101 - Introduction to Sociology</u><br>or<br><u>SOC 101H - Introduction to Sociology (Honors)</u> |                                | 3 credits |                                       |
| <u>JUS 131: Technology in Criminal Justice</u>   |                                | 3 credits | Technological<br>Competency           |

#### Semester 2

| Course Number and Name  | Prerequisites and Corequisites                | Credits   | Gen Ed Req.                     |
|---|---|-----------|---------------------------------|
| <u>ENGL 102 - The Research Paper</u> or<br><u>ENGL 102H - The Research Paper (Honors)</u> | <u>ENGL 101</u> with a grade of "C" or better | 3 credits | Writing/Research/<br>Info Lit 2 |

|   |   |           |                        |
|---|---|-----------|------------------------|
| <u>PSYC 101 - Introduction to Psychology</u><br>or<br><u>PSYC 101H - 101H Introduction to Psychology (Honors)</u> or<br><u>PSYC 222 - Forensic Psychology</u> | For PSYC 222: <u>JUS 101</u><br>or <u>PSYC 101</u> and ENGL 101                             | 3 credits |                        |
| <u>JUS 122 - Race and Justice</u>   | <u>JUS 101</u> or <u>PLS 101</u>  | 3 credits |                        |
| <u>MATH 150 - Introductory Data Analysis</u> or<br><u>FNMT 118 - Intermediate Algebra</u>   | <u>FNMT 017</u> or <u>FNMT 019</u><br>completed or <u>FNMT 118</u><br>(or higher) placement | 3 credits | Quantitative Reasoning |
| <u>JUS 171 - Juvenile Justice</u>   |   | 3 credits |                        |

**Semester 3**

| <b>Course Number and Name</b>   | <b>Prerequisites and Corequisites</b>   | <b>Credits</b> | <b>Gen Ed Req.</b>                     |
|---|---|----------------|--|
| <u>JUS 241 - Criminal Law</u>   | <u>JUS 101</u> or <u>PLS 101</u>  | 3 credits      |  |
| <u>JUS 191 - Victimology and Trauma</u>   | <u>JUS 101</u> , which may be taken concurrently                                    | 3 credits      |  |
| <b>Criminal Justice Elective (choose one):</b><br>any <u>Criminal Justice course (JUS)</u><br>and/or<br><u>DF 101 - Introduction to Digital Forensics</u> | For JUS courses: <u>JUS 101</u><br><br>For DF 101: <u>JUS 101</u> or <u>PLS 101</u> | 3 credits      |  |
| <u>BIOL 104 - Forensic Biology</u> or<br><u>EASC 111 - Environmental Conservation</u> or<br><u>EASC 111H - Environmental Conservation (Honors)</u>        | <u>FNMT 118</u> or <u>MATH 118</u><br>(or higher) placement                         | 3 or 4 credits | Scientific Reasoning                   |
| <u>ENGL 115 - Public Speaking</u> or<br><u>ENGL 116 - Interpersonal Communication</u> or<br><u>ENGL 118 - Intercultural Communication</u>                 | <u>ENGL 101</u> , which may be taken concurrently                                   | 3 credits      | Oral Communication/Creative Expression |

**Semester 4**

| <b>Course Number and Name</b>   | <b>Prerequisites and Corequisites</b>            | <b>Credits</b> | <b>Gen Ed Req.</b> |
|---|--|----------------|--------------------|
| <u>JUS 291 - Contemporary Issues in Justice</u>   | <u>JUS 101</u> , <u>JUS 171</u> , <u>JUS 241</u> | 3 credits      |                    |
| <u>POLS 111 - American Government</u> or<br><u>POLS 111H - American Government (Honors)</u> or<br><u>BHHS 121 - Addiction Studies</u> or<br><u>DF 201 - Digital Forensics II**</u> or<br><u>BLAS 101 - Introduction to Black Studies</u> or<br>World Language | For DF 201: <u>DF 101</u>                        | 3 credits      |                    |

|  |   |           |  |
|--|---|-----------|--|
| <b>Criminal Justice Elective (choose two):</b><br><u>JUS 298 - Criminal Justice Internship</u><br>or<br>any <u>Criminal Justice course</u> (JUS)<br>and/or<br><u>DF 101 - Introduction to Digital Forensics*</u> | For JUS courses: <u>JUS 101</u><br>For JUS 298: <u>JUS 241</u><br>and permission of<br>department head<br><br>For DF 101: <u>JUS 101</u> or<br><u>PLS 101</u> | 6 credits |  |
| <u>SOC 215 - Criminology</u>   | <u>SOC 101</u> or <u>ANTH 112</u>   | 3 credits |  |

Minimum Credits Needed to Graduate: 60

## C. Curriculum Map

**Key:**      **I**—Introduced                      **R**—Reinforced and opportunity to practice  
              **M**—Mastery at exit level            **A**—Assessment evidence collected

|                         | Program Learning Outcomes  |  |   |  |   |
|-------------------------|--|--|---|--|---|
|                         | Identify the foundation, structure and components of the contemporary criminal justice system. | Identify and analyze the core principles, practices and skills required for a successful career in criminal justice. | Describe and evaluate the role of the criminal justice concepts of reasonable suspicion, probable cause and proof beyond a reasonable doubt from interrogation, arrest, prosecution and conviction. | Analyze the role of ethical principles and behavior that permeate multiple aspects of the criminal justice system. | Describe the legal concept of juvenile delinquency including the traits and social characteristics that are the common correlates of delinquent behavior, explaining the difference between the juvenile process and procedures and the adult processes and procedures. |
| <b>Required Courses</b> |  |  |   |  |   |
| JUS 101                 | I, A   | I, A   | I, A  | I, A   | I, A  |
| JUS 131                 | R  | R  |   | R  |   |
| JUS 171                 | I  | I  | I   | I  | I, R, A   |
| JUS 241                 | I  | I  | I, A  |  |   |
| JUS 291                 | R  | R, A   | R   |  |   |

| <b>JUS<br/>Electives</b> |      |      |      |         |   |
|--------------------------|------|------|------|---------|---|
| JUS 105                  | I    | I    | I    | I, R    |   |
| JUS 121                  | R    | R    |      | R       | R |
| JUS 151                  | R    | R    | R    | R       | R |
| JUS 181                  | R    | R    | R    | R       | R |
| JUS 201                  | R    | I    | I, R | I, R    |   |
| JUS 221                  | R    | R, A | I, R | I, R, A | R |
| JUS 237                  | R    | R    | R    | R       | R |
| JUS 251                  | R    | R    | R    | I, R    | R |
| JUS 261                  | R, A | R    | R, A | I, R, A |   |
| JUS 281                  | R    | R    | R    | R       |   |

## Appendix B

### 1. Academic Performance Measures

Data from both the Criminal Justice AAS and the Justice AAS are combined.

#### A. Headcount and Full time/Part-time Enrollment

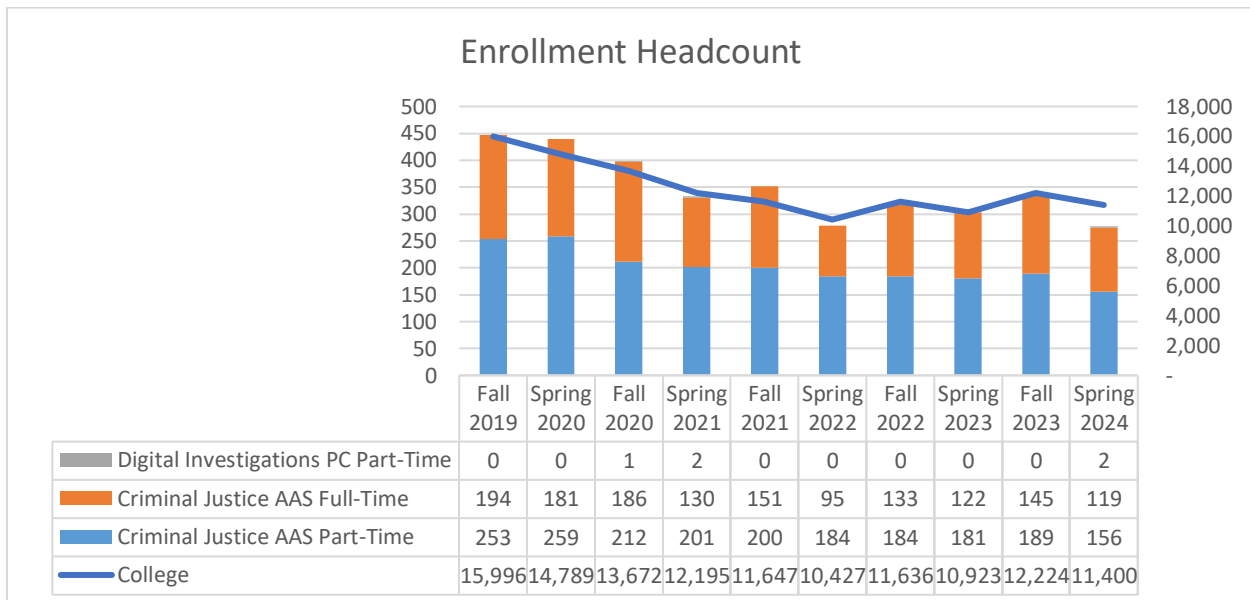
##### Credit Status College Wide

|                  | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 | AVG     |
|------------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|---------|
| <b>Headcount</b> | 15996     | 14789       | 13672     | 12195       | 11647     | 10427       | 11636     | 10923       | 12224     | 11400       | 12490.9 |
| <b>Full-Time</b> | 29.8%     | 27.8%       | 31.3%     | 28.5%       | 31.7%     | 27.5%       | 32.7%     | 31.0%       | 34.5%     | 31.6%       | 30.6%   |
| <b>Part-Time</b> | 70.2%     | 72.2%       | 68.7%     | 71.5%       | 68.3%     | 72.5%       | 67.3%     | 69.0%       | 65.5%     | 68.4%       | 69.4%   |

##### Credit Status by Criminal Justice Majors

| JUS              |              | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 | AVG   |
|------------------|--------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-------|
| <b>Headcount</b> | A.A.S.       | 447       | 440         | 398       | 331         | 351       | 279         | 317       | 303         | 334       | 275         | 347.5 |
|                  | PC           | 0         | 0           | 1         | 2           | 0         | 0           | 0         | 0           | 0         | 2           | 0.5   |
|                  | <b>Total</b> | 447       | 440         | 399       | 333         | 351       | 279         | 317       | 303         | 334       | 277         | 348   |
| <b>Full-Time</b> |              | 43.4%     | 41.1%       | 46.6%     | 39.0%       | 43.0%     | 34.1%       | 42.0%     | 40.3%       | 43.4%     | 43.0%       | 41.6% |
| <b>Part-Time</b> |              | 56.6%     | 58.9%       | 53.4%     | 61.0%       | 57.0%     | 65.9%       | 58.0%     | 59.7%       | 56.6%     | 57.0%       | 58.4% |

\*Percentages of Full-time and Part-time enrollment are for both programs combined.



#### B. Class Standing: Credits Earned

##### Class Standing College Wide

| College                      | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | AVG   |
|------------------------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------|
| <b>Zero Credits Earned</b>   | 11.4%     | 8.8%        | 9.3%      | 6.8%        | 10.8%     | 8.0%        | 11.3%     | 8.4%        | 10.7%     | 9.5%  |
| <b>Fewer than 24 credits</b> | 44.4%     | 40.9%       | 41.4%     | 37.8%       | 39.2%     | 36.9%       | 43.1%     | 41.5%       | 46.4%     | 41.4% |
| <b>24 credits or more</b>    | 44.2%     | 50.3%       | 49.3%     | 55.4%       | 49.9%     | 55.1%       | 45.6%     | 50.1%       | 42.8%     | 49.1% |

## Class Standing by Criminal Justice Majors

| JUS                          | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | AVG   |
|------------------------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------|
| <b>Zero Credits Earned</b>   | 12.3%     | 8.0%        | 10.0%     | 8.7%        | 12.8%     | 8.6%        | 13.3%     | 7.3%        | 12.9%     | 10.4% |
| <b>Fewer than 24 credits</b> | 47.0%     | 44.6%       | 41.1%     | 35.7%       | 34.8%     | 33.7%       | 44.6%     | 46.0%       | 46.1%     | 41.5% |
| <b>24 credits or more</b>    | 40.7%     | 47.4%       | 48.9%     | 55.6%       | 52.4%     | 57.7%       | 42.1%     | 46.7%       | 41.0%     | 48.0% |

\*Percentages are for both programs combined.

## C. Demographics

## Gender/Ethnicity by College

| College                              |         | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 | AVG   |
|--------------------------------------|---------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-------|
| <b>Amer Indian or Alaskan Native</b> | Female  | 0.2%      | 0.1%        | 0.1%      | 0.2%        | 0.1%      | 0.1%        | 0.1%      | 0.2%        | 0.2%      | 0.2%        | 0.1%  |
|                                      | Male    | 0.1%      | 0.1%        | 0.1%      | 0.1%        | 0.1%      | 0.1%        | 0.1%      | 0.1%        | 0.1%      | 0.1%        | 0.1%  |
|                                      | Unknown | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%  |
| <b>Asian</b>                         | Female  | 5.7%      | 5.7%        | 5.9%      | 6.3%        | 6.3%      | 6.3%        | 6.0%      | 6.0%        | 5.4%      | 5.5%        | 5.9%  |
|                                      | Male    | 4.9%      | 4.9%        | 4.7%      | 4.6%        | 4.7%      | 4.7%        | 5.0%      | 4.9%        | 4.8%      | 4.6%        | 4.8%  |
|                                      | Unknown | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%  |
| <b>Black</b>                         | Female  | 29.9%     | 30.0%       | 29.4%     | 30.0%       | 29.7%     | 30.1%       | 30.6%     | 30.0%       | 30.9%     | 29.8%       | 30.1% |
|                                      | Male    | 13.4%     | 13.0%       | 11.2%     | 10.8%       | 11.6%     | 11.5%       | 12.6%     | 12.8%       | 13.6%     | 12.8%       | 12.3% |
|                                      | Unknown | 0.1%      | 0.0%        | 0.1%      | 0.1%        | 0.1%      | 0.1%        | 0.1%      | 0.2%        | 0.2%      | 0.2%        | 0.1%  |
| <b>Hispanic</b>                      | Female  | 10.8%     | 10.8%       | 11.9%     | 11.3%       | 11.8%     | 11.9%       | 12.3%     | 12.0%       | 12.4%     | 12.1%       | 11.7% |
|                                      | Male    | 5.3%      | 4.9%        | 4.5%      | 4.2%        | 5.1%      | 5.1%        | 5.7%      | 5.5%        | 5.9%      | 5.7%        | 5.2%  |
|                                      | Unknown | 0.0%      | 0.0%        | 0.1%      | 0.0%        | 0.1%      | 0.1%        | 0.1%      | 0.1%        | 0.1%      | 0.1%        | 0.1%  |
| <b>Multi-Racial</b>                  | Female  | 2.3%      | 2.2%        | 2.3%      | 2.5%        | 2.5%      | 2.5%        | 2.5%      | 2.6%        | 2.6%      | 2.4%        | 2.4%  |
|                                      | Male    | 1.2%      | 1.1%        | 1.1%      | 1.0%        | 1.1%      | 1.2%        | 1.1%      | 1.2%        | 1.6%      | 1.4%        | 1.2%  |
|                                      | Unknown | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.1%        | 0.0%      | 0.0%        | 0.0%  |
| <b>Other/</b>                        | Female  | 2.2%      | 2.4%        | 2.7%      | 2.7%        | 2.2%      | 2.2%        | 1.8%      | 1.9%        | 1.5%      | 3.6%        | 2.3%  |



|                         |         |       |       |       |       |       |       |       |       |       |       |       |
|-------------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>Unknown</b>          | Male    | 1.3%  | 1.4%  | 1.7%  | 1.6%  | 1.2%  | 1.2%  | 1.0%  | 1.1%  | 0.9%  | 2.0%  | 1.4%  |
|                         | Unknown | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.1%  | 0.0%  | 0.1%  |
| <b>Pacific Islander</b> | Female  | 0.2%  | 0.2%  | 0.2%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  |
|                         | Male    | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  | 0.1%  |
|                         | Unknown | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  |
| <b>White</b>            | Female  | 13.9% | 14.2% | 15.4% | 16.0% | 15.1% | 14.7% | 13.0% | 13.2% | 12.1% | 12.3% | 14.0% |
|                         | Male    | 8.5%  | 8.5%  | 8.2%  | 8.1%  | 7.8%  | 7.8%  | 7.3%  | 7.6%  | 7.0%  | 6.6%  | 7.7%  |
|                         | Unknown | 0.0%  | 0.0%  | 0.1%  | 0.1%  | 0.1%  | 0.2%  | 0.2%  | 0.2%  | 0.3%  | 0.3%  | 0.1%  |

## Gender/Ethnicity by Criminal Justice Majors

| <b>JUS</b>                           |         | <b>Fall 2019</b> | <b>Spring 2020</b> | <b>Fall 2020</b> | <b>Spring 2021</b> | <b>Fall 2021</b> | <b>Spring 2022</b> | <b>Fall 2022</b> | <b>Spring 2023</b> | <b>Fall 2023</b> | <b>Spring 2024</b> | <b>AVG</b> |
|--------------------------------------|---------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------|
| <b>Amer Indian or Alaskan Native</b> | Female  | 0.4%             | 0.5%               | 0.5%             | 0.3%               | 0.3%             | 0.4%               | 0.0%             | 0.3%               | 0.3%             | 0.4%               | 0.4%       |
|                                      | Male    | 0.0%             | 0.0%               | 0.0%             | 0.0%               | 0.0%             | 0.4%               | 0.0%             | 0.0%               | 0.0%             | 0.0%               | 0.0%       |
| <b>Asian</b>                         | Female  | 1.1%             | 1.4%               | 0.5%             | 0.3%               | 0.9%             | 1.1%               | 1.3%             | 1.7%               | 0.9%             | 0.7%               | 1.1%       |
|                                      | Male    | 1.6%             | 1.4%               | 1.3%             | 1.8%               | 2.6%             | 3.2%               | 1.9%             | 1.3%               | 1.2%             | 0.7%               | 1.7%       |
| <b>Black</b>                         | Female  | 32.7%            | 33.0%              | 32.8%            | 35.1%              | 33.3%            | 31.9%              | 32.0%            | 30.8%              | 34.1%            | 32.1%              | 32.8%      |
|                                      | Male    | 12.5%            | 11.7%              | 9.5%             | 11.1%              | 11.4%            | 12.2%              | 12.7%            | 9.9%               | 8.4%             | 8.7%               | 10.3%      |
|                                      | Unknown | 0.4%             | 0.2%               | 0.3%             | 0.3%               | 0.3%             | 0.4%               | 0.3%             | 0.3%               | 0.0%             | 0.0%               | 0.2%       |
| <b>Hispanic</b>                      | Female  | 17.0%            | 19.2%              | 21.3%            | 18.0%              | 20.2%            | 20.1%              | 22.8%            | 23.5%              | 25.1%            | 26.0%              | 22.0%      |
|                                      | Male    | 10.5%            | 8.7%               | 5.3%             | 6.3%               | 6.6%             | 6.5%               | 7.6%             | 7.9%               | 8.1%             | 7.9%               | 7.5%       |
|                                      | Unknown | 0.0%             | 0.0%               | 0.0%             | 0.0%               | 0.6%             | 0.4%               | 0.3%             | 0.3%               | 0.6%             | 0.7%               | 0.4%       |
| <b>Multi-Racial</b>                  | Female  | 1.6%             | 1.8%               | 2.0%             | 1.8%               | 3.4%             | 3.2%               | 1.6%             | 3.3%               | 3.0%             | 3.6%               | 2.5%       |
|                                      | Male    | 1.1%             | 0.5%               | 0.5%             | 0.3%               | 0.6%             | 0.7%               | 0.6%             | 1.0%               | 1.8%             | 2.2%               | 1.0%       |
| <b>Other/Unknown</b>                 | Female  | 2.2%             | 3.0%               | 3.0%             | 2.4%               | 2.3%             | 2.9%               | 1.9%             | 3.0%               | 2.1%             | 2.9%               | 2.9%       |
|                                      | Male    | 0.7%             | 0.9%               | 1.5%             | 2.4%               | 2.0%             | 1.8%               | 0.9%             | 1.3%               | 0.3%             | 0.4%               | 1.2%       |
| <b>Pacific Islander</b>              | Female  | 0.4%             | 0.2%               | 0.3%             | 0.0%               | 0.3%             | 0.4%               | 0.0%             | 0.0%               | 0.0%             | 0.0%               | 0.1%       |
|                                      | Male    | 0.2%             | 0.0%               | 0.3%             | 0.0%               | 0.3%             | 0.4%               | 0.0%             | 0.0%               | 0.0%             | 0.4%               | 0.1%       |
| <b>White</b>                         | Female  | 9.2%             | 10.1%              | 11.3%            | 11.4%              | 9.4%             | 9.3%               | 9.5%             | 9.3%               | 9.6%             | 8.7%               | 9.5%       |
|                                      | Male    | 8.3%             | 7.6%               | 9.8%             | 8.4%               | 5.7%             | 5.0%               | 6.6%             | 6.0%               | 4.5%             | 4.7%               | 6.2%       |

\*Percentages are for both programs combined.

## Age by College

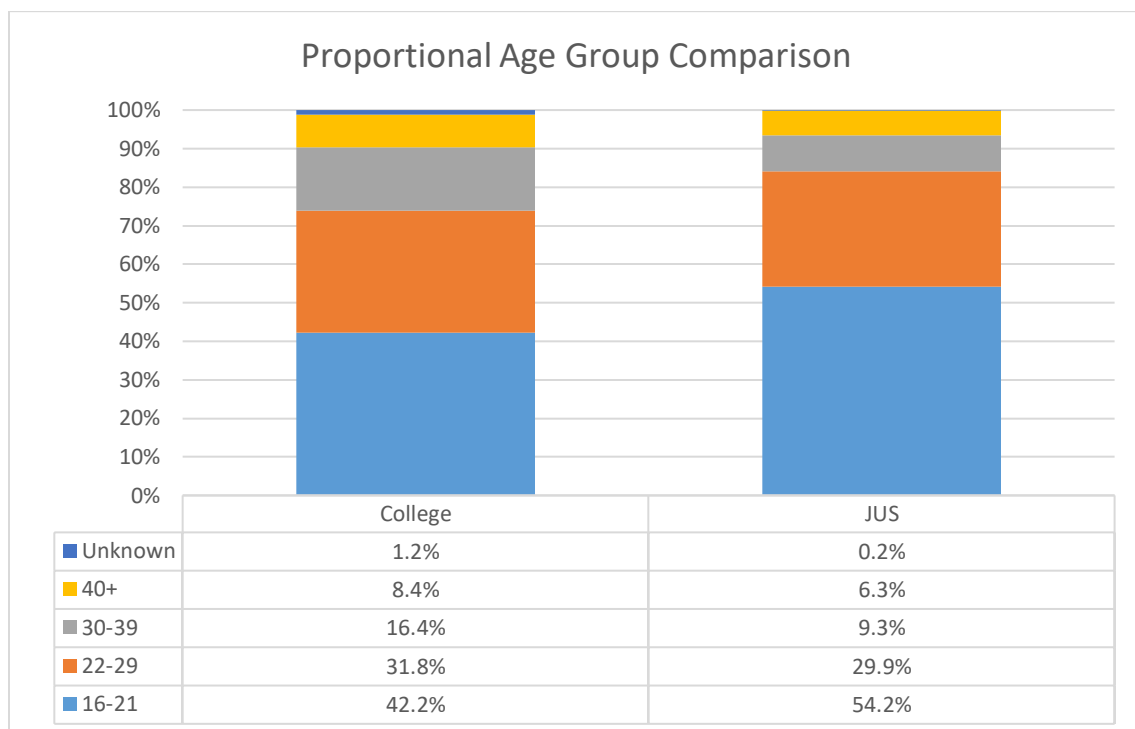
| <b>College</b> | <b>Fall 2019</b> | <b>Spring 2020</b> | <b>Fall 2020</b> | <b>Spring 2021</b> | <b>Fall 2021</b> | <b>Spring 2022</b> | <b>Fall 2022</b> | <b>Spring 2023</b> | <b>Fall 2023</b> | <b>Spring 2024</b> | <b>AVG</b> |
|----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------|
|----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------|

|                |       |       |       |       |       |       |       |       |       |       |       |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>16-21</b>   | 43.3% | 41.1% | 41.4% | 39.1% | 42.2% | 41.0% | 44.1% | 42.7% | 44.4% | 42.4% | 42.2% |
| <b>22-29</b>   | 32.0% | 33.1% | 32.8% | 33.2% | 31.7% | 31.5% | 30.6% | 30.9% | 30.6% | 31.6% | 31.8% |
| <b>30-39</b>   | 15.1% | 16.0% | 16.6% | 18.0% | 17.1% | 17.5% | 15.8% | 16.4% | 15.4% | 16.3% | 16.4% |
| <b>40+</b>     | 8.3%  | 9.0%  | 7.6%  | 8.2%  | 7.9%  | 8.9%  | 8.4%  | 8.9%  | 8.2%  | 8.6%  | 8.4%  |
| <b>Unknown</b> | 1.2%  | 0.9%  | 1.7%  | 1.5%  | 1.2%  | 1.0%  | 1.2%  | 1.1%  | 1.3%  | 1.1%  | 1.2%  |

## Age by Criminal Justice Majors

| JUS            | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 | AVG   |
|----------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-------|
| <b>16-21</b>   | 59.1%     | 57.4%       | 57.4%     | 52.6%       | 54.4%     | 55.2%       | 61.7%     | 54.6%       | 55.4%     | 54.2%       | 56.2% |
| <b>22-29</b>   | 30.4%     | 30.0%       | 32.3%     | 33.6%       | 30.8%     | 29.7%       | 25.9%     | 29.1%       | 29.9%     | 32.5%       | 30.4% |
| <b>30-39</b>   | 7.2%      | 7.6%        | 5.8%      | 9.3%        | 8.3%      | 7.9%        | 5.1%      | 9.9%        | 9.3%      | 8.7%        | 7.9%  |
| <b>40+</b>     | 3.4%      | 4.8%        | 4.5%      | 4.5%        | 6.6%      | 7.2%        | 7.3%      | 6.3%        | 5.1%      | 4.7%        | 5.4%  |
| <b>Unknown</b> | 0.0%      | 0.2%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.0%      | 0.0%        | 0.3%      | 0.0%        | 0.1%  |

\*Percentages are for both programs combined.



## D. Academic Standing

## Academic Standing by College

| College              | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | AVG   |
|----------------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------|
| <b>Good Standing</b> | 94.1%     | 93.4%       | 93.3%     | 93.4%       | 90.0%     | 89.3%       | 87.7%     | 86.7%       | 76.3%     | 89.4% |

|   |      |      |      |      |      |      |      |      |       |      |
|---|------|------|------|------|------|------|------|------|-------|------|
| <b>Dropped/<br/>Insufficient<br/>Progress</b> | 0.4% | 0.3% | 0.4% | 0.3% | 0.4% | 0.4% | 0.4% | 0.4% | 0.7%  | 0.4% |
| <b>Dropped/<br/>Poor<br/>Scholarship</b>      | 0.4% | 0.2% | 0.4% | 0.3% | 0.7% | 0.7% | 1.0% | 0.8% | 1.4%  | 0.7% |
| <b>Probation<br/>Full-time Status</b>         | 3.3% | 4.4% | 3.8% | 3.8% | 6.7% | 5.6% | 8.0% | 7.7% | 16.5% | 6.6% |
| <b>Probation<br/>Part-time Status</b>         | 1.8% | 1.6% | 2.1% | 2.1% | 2.2% | 4.1% | 2.9% | 4.4% | 5.2%  | 2.9% |

## Academic Standing by Criminal Justice Majors

| JUS   | Fall<br>2019 | Spring<br>2020 | Fall<br>2020 | Spring<br>2021 | Fall<br>2021 | Spring<br>2022 | Fall<br>2022 | Spring<br>2023 | Fall<br>2023 | AVG   |
|---|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|-------|
| <b>Good Standing</b>                          | 94.2%        | 91.3%          | 92.7%        | 90.7%          | 86.9%        | 87.1%          | 83.5%        | 87.4%          | 83.5%        | 88.6% |
| <b>Probation Full-<br/>time Status</b>        | 3.6%         | 5.9%           | 4.0%         | 6.6%           | 8.8%         | 6.5%           | 11.4%        | 7.0%           | 9.9%         | 7.1%  |
| <b>Probation Part-<br/>time Status</b>        | 1.3%         | 2.1%           | 2.8%         | 1.5%           | 2.6%         | 5.4%           | 2.2%         | 3.0%           | 4.5%         | 2.8%  |
| <b>Dropped/<br/>Insufficient<br/>Progress</b> | 0.4%         | 0.2%           | 0.3%         | 0.3%           | 0.0%         | 0.0%           | 0.6%         | 1.0%           | 0.6%         | 0.4%  |
| <b>Dropped/<br/>Poor Scholarship</b>          | 0.4%         | 0.5%           | 0.3%         | 0.9%           | 1.7%         | 1.1%           | 2.2%         | 1.7%           | 1.5%         | 1.1%  |

## E. Retention

Data are reported for the Criminal Justice A.A.S. program only.

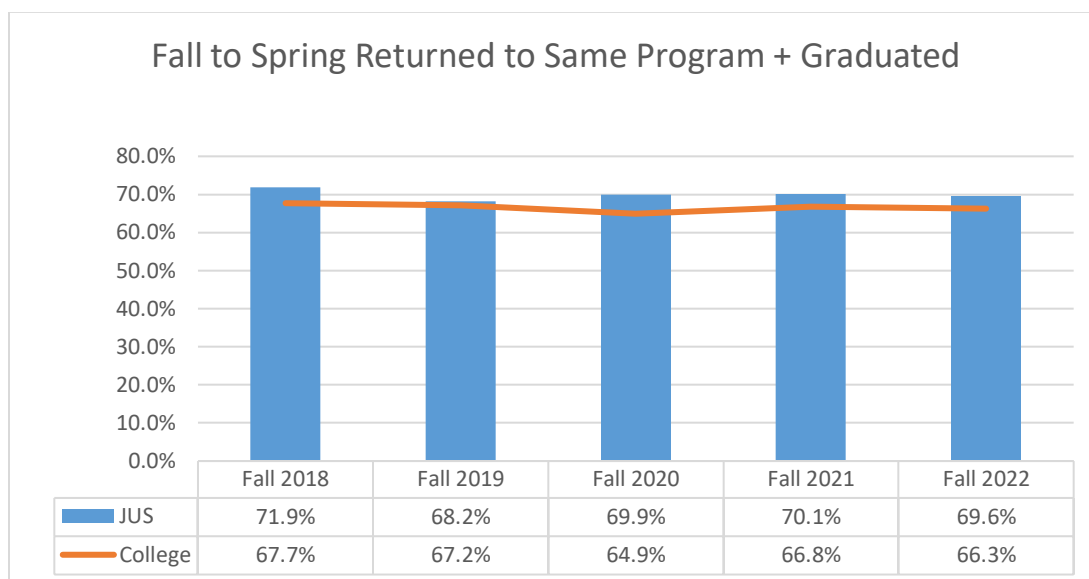
## Fall to Spring

“Fall to Spring” retention records the proportions of students who have taken the action indicated (re-enrolled in their previous major, switched to a different major at the College, graduated, or not re-enrolled at the College) between the Fall semester labeled in each column and the subsequent Spring semester, i.e., within a single academic year.

| College                                  | Fall 2018 | Fall 2019 | Fall 2020 | Fall 2021 | Fall 2022 | Average |
|--|-----------|-----------|-----------|-----------|-----------|---------|
| <b>Headcount</b>                         | 16668     | 15996     | 13672     | 11647     | 11636     | 13924   |
| <b>Returned to Same<br/>Program</b>      | 62.8%     | 61.9%     | 59.0%     | 60.2%     | 61.4%     | 61.1%   |
| <b>Returned to<br/>Different Program</b> | 3.8%      | 4.0%      | 4.6%      | 3.4%      | 3.8%      | 3.9%    |
| <b>Graduated</b>                         | 2.7%      | 2.9%      | 3.9%      | 4.3%      | 3.1%      | 3.4%    |
| <b>Did Not Persist</b>                   | 30.6%     | 31.3%     | 32.6%     | 32.1%     | 31.7%     | 31.6%   |

| JUS              | Fall 2018 | Fall 2019 | Fall 2020 | Fall 2021 | Fall 2022 | Average |
|------------------|-----------|-----------|-----------|-----------|-----------|---------|
| <b>Headcount</b> | 441       | 447       | 398       | 351       | 317       | 390.8   |

|                                      |       |       |       |       |       |     |
|--------------------------------------|-------|-------|-------|-------|-------|-----|
| <b>Returned to Same Program</b>      | 66.0% | 64.4% | 62.9% | 63.8% | 63.0% | 64% |
| <b>Returned to Different Program</b> | 3.6%  | 5.1%  | 4.0%  | 1.1%  | 3.5%  | 3%  |
| <b>Graduated</b>                     | 5.9%  | 3.8%  | 7.0%  | 6.3%  | 6.6%  | 6%  |
| <b>Did not Persist</b>               | 24.5% | 26.6% | 26.1% | 28.8% | 26.9% | 27% |

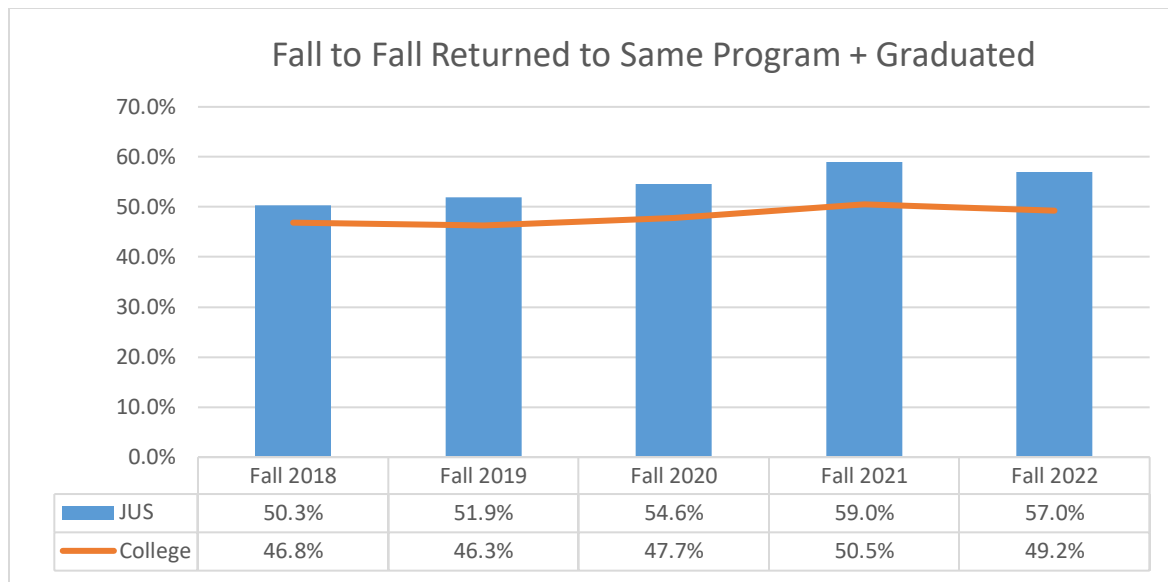


### Fall to Fall

“Fall to Fall” retention records the proportions of students who have taken the action indicated (re-enrolled in their previous major, switched to a different major at the College, graduated, or not re-enrolled at the College) between the Fall semester labeled in each column and the subsequent Fall semester, i.e., from one academic year to the next.

| <b>College</b>                       | <b>Fall 2018</b> | <b>Fall 2019</b> | <b>Fall 2020</b> | <b>Fall 2021</b> | <b>Fall 2022</b> | <b>Average</b> |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| <b>Headcount</b>                     | 16668            | 15996            | 13672            | 11647            | 11636            | 13924          |
| <b>Returned to Same Program</b>      | 36.0%            | 34.1%            | 33.4%            | 35.2%            | 36.8%            | 35.1%          |
| <b>Returned to Different Program</b> | 7.2%             | 6.1%             | 6.9%             | 6.3%             | 7.0%             | 6.7%           |
| <b>Graduated</b>                     | 9.6%             | 10.4%            | 13.1%            | 14.1%            | 12.4%            | 11.9%          |
| <b>Did Not Persist</b>               | 47.2%            | 49.4%            | 46.6%            | 44.3%            | 43.8%            | 46.3%          |

| <b>JUS</b>                           | <b>Fall 2018</b> | <b>Fall 2019</b> | <b>Fall 2020</b> | <b>Fall 2021</b> | <b>Fall 2022</b> | <b>Average</b> |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| <b>Headcount</b>                     | 441              | 447              | 398              | 351              | 317              | 390.8          |
| <b>Returned to Same Program</b>      | 37.4%            | 37.1%            | 39.3%            | 39.3%            | 40.8%            | 39%            |
| <b>Returned to Different Program</b> | 6.6%             | 5.8%             | 7.0%             | 2.3%             | 2.8%             | 5%             |
| <b>Graduated</b>                     | 12.9%            | 14.8%            | 15.3%            | 19.7%            | 16.1%            | 16%            |
| <b>Did not Persist</b>               | 43.1%            | 42.3%            | 38.3%            | 38.7%            | 40.2%            | 41%            |



## 2. Transfer

The transfer data listed below include students whose first semester at CCP was between 2017-2022 and whose last CCP major was Criminal Justice.

### Majors

|                                  | Transferred | % of total Program Transfers (254) |
|----------------------------------|-------------|------------------------------------|
| <b>Earned 0-11 credits</b>       | 90          | 35.4%                              |
| <b>Earned 12-23 credits</b>      | 35          | 13.8%                              |
| <b>Earned 24-44 credits</b>      | 36          | 14.2%                              |
| <b>Earned 45 or more credits</b> | 93          | 36.6%                              |

### Graduates

|                                   | Transferred |        | Did not Transfer |        |
|-----------------------------------|-------------|--------|------------------|--------|
| <b>College-Wide Graduates</b>     | 2050        | 52.8%  | 1835             | 47.2%  |
| <b>A.A.S. Graduates</b>           | 392         | 40.7%% | 571              | 59.3%% |
| <b>Criminal Justice Graduates</b> | 75          | 47.8%  | 82               | 52.2%  |

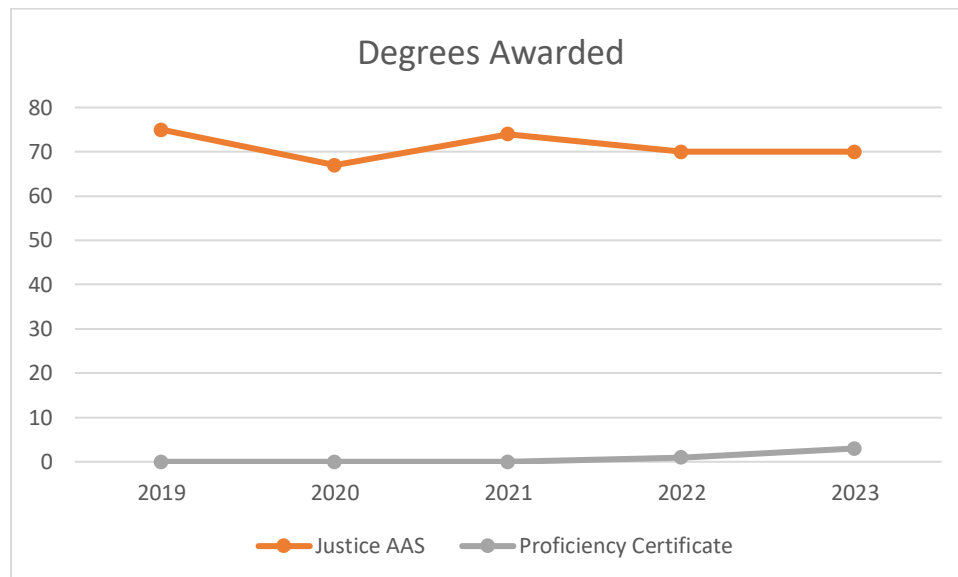
|                                   | Graduated from transfer inst. |       | Did not graduate from transfer inst. |       |
|-----------------------------------|-------------------------------|-------|--------------------------------------|-------|
| <b>College-Wide Graduates</b>     | 549                           | 26.8% | 1501                                 | 73.2% |
| <b>A.A.S. Graduates</b>           | 98                            | 25.0% | 294                                  | 75.0% |
| <b>Criminal Justice Graduates</b> | 24                            | 15.3% | 133                                  | 84.7% |

## Top 5 Transfer Institutions by Frequency

|                               |         |        |
|-------------------------------|---------|--------|
| Temple University             | Public  | 4-year |
| Drexel University             | Private | 4-year |
| Strayer University-Washington | Private | 4-year |
| Pennsylvania State University | Public  | 4-year |
| West Chester University       | Public  | 4-year |

## 3. Degrees Awarded

|            | 2019 | 2020 | 2021 | 2022 | 2023 | Total |
|------------|------|------|------|------|------|-------|
| <b>AAS</b> | 550  | 475  | 584  | 540  | 478  | 2627  |
| <b>JUS</b> | 75   | 67   | 74   | 70   | 70   | 356   |
| <b>PC</b>  | 0    | 0    | 0    | 1    | 3    | 4     |



## 4. Section Operating Efficiency

| JUS               | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 | AVG   |
|-------------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-------|
| <b>Sections</b>   | 17        | 14          | 15        | 12          | 17        | 14          | 14        | 15          | 17        | 15          | 15.0  |
| <b>Efficiency</b> | 70.1%     | 76.2%       | 79.3%     | 76.9%       | 65.7%     | 70.0%       | 64.7%     | 71.1%       | 69.8%     | 71.3%       | 71.5% |

**COMBINED/HYBRID MEETING OF THE  
BUSINESS AFFAIRS AND EXECUTIVE  
COMMITTEE OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, April 16, 2025 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Ms. Mindy Posoff, Chair (presiding), Mr. Harold Epps, Mr. Timothy Ford, Pastor Mason (via zoom), Ms. Keola Harrington (via zoom), Mr. Rob Dubow (via zoom)

**Present for the Executive Committee:** Mr. Harold Epps, Chair (presiding), Ms. Mindy Posoff, and Mr. Jeremiah White (via zoom)

**Present for the Administration:** Mr. Jacob Eapen, Ms. Carolyn Flynn, Esq., Mr. Derrick Sawyer, Dr. Alycia Marshall, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Dr. David Thomas Mr. Gim Lim, Ms. Marsia Henley, Mr. Tim Trzaska, Mr. John Wiggins, Dr. Lipscomb, Mr. Bill Bromley, and Ms. Josephine DiGregorio

**Guest:** Dr. Judith Gay, Vice President Emerita (via zoom)

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Ms. Posoff called the meeting to order of 9:00 AM, highlighting the agenda and asked Mr. Eapen to proceed with agenda item one.

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

**(1) Contract with CSG Global (Action Item)**

**Discussion:** Mr. Eapen stated that CSG Global Consulting is an Avaya partner that has provided Unified Communications (UC) and Contact (CC) telephone maintenance, and support and upgrades to the College. The renewal package provides a 40-month (four-month, three-year annual term) agreement to help align with CCP fiscal year funding requests for budgeting purposes. Mr. Bromley stated that the manufacturer for the system functionality is for the Enrollment, Counselors, Financial Aid and all of the phone systems throughout the College which is approximately 3,000 phones that this contract supports.

Mr. Eapen stated that the Purchasing is done through the Pennsylvania Higher Education Purchasing network, and we are receiving a 9% discount on procurement. Mr. Eapen stated that Ms. Marsia Henley will report on the demographics of CSG. Ms. Marsia Henley stated that CSG Global is located in Plymouth Meeting, PA. They have 30 employees, and 7% are unrepresented minorities groups.

CSG Global has worked closely with CCP Information Technology and Financial teams addressing the increased costs from the original contract three years ago, while these costs have been impacted from general market inflation and increased licensing costs.

Comprehensive Support Services – CSG provides Tier 1 and Tier 2 support for CCP's Telecommunications infrastructure including:

- Avaya UC Subscription: Core voice licensing and entitlements for enterprise-wide communications.
- Avaya Aura Contact Center: Supporting Financial Aid, Registration, Information Center and other critical departments.
- Intelligent Call Back (ICB) Solution: Enhancing customer experience by reducing hold times.
- RSI Call Accounting: Enabling call tracking and analytics and advanced reporting across all departments.

CSG Global Consulting and Avaya both subscribe to the PEPPM program for Pennsylvania Higher Education Purchasing Network for special project pricing and standard discounts at 9%. All of the Avaya components included in this proposal are based on special pricing incentives made available for the College, for PEPPM pricing for all Avaya products. See Attachment B for the detailed pricing.

Ms. Posoff stated that she and Jacob had conversations regarding discounts whether it was recognition through city or as part of education state pricing, or the Pennsylvania Higher Education Purchasing network. Ms. Posoff confirmed there are discounts built into this, and we strive to find those that make the most sense for us. Mr. Eapen also stated that there are two (2) reasons for the increase. One is that CSG Consulting Services did not bill us for one of the services they provided which was for \$15,000 and we actually gain \$15,000 every year in the last contract. CSG knew they made a mistake, and they are putting \$15,000 back. The increase is approximately 7% when you take off the \$15,000. Mr. Dubow asked that if we are anticipating 7% increase, with budget or we have to figure out somewhere else to adjust. Mr. Bromley stated that they initially estimated that it would be 10% but they didn't know until April when they provided us with the quotes, Avaya was delayed in getting pricing based on their current models. Mr. Bromley stated that it was actually less than 10%. Mr. Eapen stated that the budget this year will be only for four months and for next year it will be a full year. Mr. Eapen stated that we did gain some money in this year's budget.



Staff requested that the Business Affairs Committee recommend to the full Board the renewal of the Telecommunications Maintenance Support and Subscription Agreement with CSG Global Consulting at the total cost of \$604,754 for 3 years and 4 months. These funds will be from the operating budget.

**Action:** Mr. Rob Dubow motioned and Mr. Ford seconded the motion to recommend to the Board of Trustees the renewal of the Telecommunications Maintenance Support and Subscription Agreement with CSG Global Consulting at the total cost of \$604,754 for 3 years and 4 months. The funds will be from the operating budget. The motion passed unanimously.

**(2) Contract with Dell Technologies (Action Item)**

**Discussion:** Mr. Eapen stated that the Board approved the current Technology plan, which requires periodic refresh of desktop computers across the enterprise. The College maintains a technology refresh budget to support this plan. Getting the College ready again with current classroom technology provides a critical role in expanding capabilities and overall productivity of the workforce. With the expansion of hybrid cloud and modern cloud applications, this requires us to continue to modernize all aspects of our IT framework: Infrastructure, Networks, Applications, and the Data Center.

Mr. Eapen stated that the contract with Dell Technologies is for the purchase of 450 units. There are approximately 3,152 PCs in the College that includes classrooms, labs, and four kiosks. Out of 3,152 PC's; 1,193 PCs are over seven (7) years old.

Mr. Bromley stated the due to the pandemic, we delayed some of the replacements that we normally do. In previous years prior to the pandemic, we replaced approximately 1,500 PCs a year. We kept refreshing them at a three to five-year cycle, but we've delayed that over the last couple of years, so became behind and out of the 3,152; 1,193 are both staff and student classroom academic computers.

Mr. Eapen stated that we are proposing to have a replacement cycle into the following capital budget. The purchasing is done through COSTARS pricing and the timing is good because the price they gave us is before prices increase. The 450 units that we would like to get approval for are going into the classrooms and labs for the students. The purchases include 3-year maintenance and advanced technical support.

Ms. Posoff stated that as a reminder that we put the money during COVID to laptops so this is long overdue and replacement is needed post-COVID. Ms. Posoff also stated that there has been a question about how we dispose of them, are they usable.

Mr. Bromley stated that with the replacement of these desktops, it will take us most of the summer to get them swapped out and replaced. Work-study students will be asked to help us clear/clean the hard drives to be disposed of properly with no risk to any college data. By the end of summer/beginning of Fall, those devices should be available for disposal. In the past, we used a local company that we used to dispose of them, and they re-distributed them in the local community.

Mr. Eapen stated that Pastor Mason suggested that once the PCs are cleaned up, they could be contributed by the College to non-profit organizations. Once we clean-up the hard drives, Carolyn Flynn will prepare a document that protects the College. Ms. Posoff stated that these PCs are at their end-of-life and cannot be supported. Anything that we might be able to donate or gift we would need a disclaimer or release because they can't be updated. Ms. Flynn stated that we can prepare the appropriate language and we are also evaluating different parts of the computers that can be reused. If there is specific language based upon this relationship and the donation process, we would review, but we would have our own disclaimers as it relates to accepting the equipment "as-is".

Ms. Posoff stated the need to touch base during mid-summer to see where they are particularly with the cleaning of the hard drive and getting it ready for contribution to a non-profit because this was Trustee Mason's request.

Ms. Posoff stated that there is a policy for disposal, and asked if any of the PCs were bought through grant funding and is there was any issue around that. Mr. Eapen stated that we are looking into whether these were purchased through grants and will do the disposal properly. Mr. Epps made an inquiry regarding repair/maintenance of desktops and laptops. Mr. Epps asked, what have we learned during that process. Mr. Bromley stated that this particular group that we are targeting has hard drive failures repeatedly, and heating issues/turning off in the middle of the day. Mr. Epps asked what are we doing over this three to five years period of life, and what have we learned from this. Mr. Bromley stated that we have a process through our helpdesk that faculty can send an email to IT Support that creates a ticket, and IT resolves the problem.

### **Current Classroom Landscape:**

- Over 60 % of installed Student Classroom Desktops are 5+ years old.
- Critical refreshes did not occur during the pandemic due to limited manpower and a reduced reliance on Campus desktop resources.
- Aging equipment that are at or approaching end of life, and are no longer be supportable.

- Hardware that will not support current operating systems/applications for instruction.
- Significantly increased support and maintenance costs.
- Multiple single points of failure resulting in prolonged outages & disruption of operations.
- Security deficiencies leaves critical data and systems vulnerable to data breach.

This purchase is leveraging special pricing from Dell based upon quantity for a significant savings over standard COSTARS contract pricing and utilizing Capital dollars. See Attachment C.

Staff recommended that the Business Affairs Committee recommend to the full Board, the Classroom Desktop PC Upgrade Project with Dell Technologies at the total cost of \$443,700, which includes a 3 full year's maintenance and advanced exchange support for 450 units at \$986 each. This purchase will be from the capital budget.

**Action:** Mr. Ford motioned and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board, the Classroom Desktop PC Upgrade Project with Dell Technologies at the total cost of \$443,700, which includes a 3 full year's maintenance and advanced exchange support for 450 units at \$986 each. This purchase will be from the capital budget. The motion passed unanimously.

**(3) Contract with Cozen O'Connor Public Strategies, LLC for Strategic Communications and Media Services (Action Item)**

**Discussion:** Ms. Flynn stated that the College requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees to approve an agreement with Cozen O'Connor Public Strategies, LLC (CPS), effective as of April 5, 2025, for CPS to provide strategic communications and media services on behalf of the College's Board of Trustees through June 30, 2025. This agreement is for an amount not to exceed \$30,000.

The CPS team that will support the Board is led by Kyle Anderson. The CPS team is 40% people of color, and 80% women. CPS is a wholly owned subsidiary of Cozen O'Connor, an AmLaw 100 law firm. The College has been pleased with the lobbying services that CPS has provided to CCP.

**Action:** Mr. Ford motioned, and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve a three (3) month agreement with CPS for strategic communications and media services in an amount not to exceed \$30,000. The funds for this contract will be funded from the College's operating budget. The motion passed unanimously.

**(4) Resolution for Wage Increases for Administrators, Grant Administrators and Confidential Employees (Action Item)**

**Discussion:** Ms. Flynn stated that the College administration seeks a wage increase for administrators, grant administrators and confidential employees in parity with the raises already approved for the College's bargaining unit employees. At its November 2024, the Board of Trustees ratified a resolution that was approved by the Executive Committee of the Board of Trustees that included: "Subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a raise of up to 5% retroactive to September 1, 2024." The Board of Trustees has approved a 6.5% increase for the bargaining units for fiscal year 2024-2025, which would be retroactive to September 1, 2024.

Mr. Dubow asked if everyone received 1.5%, what would the cost be? Mr. Sawyer responded \$300,000.

The College administration recommended that the Business Affairs Committee recommend to the Board of Trustees to authorize a Resolution as set forth, in Attachment D which includes that "Subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a raise of up to 1.5% retroactive to September 1, 2024."

**Action:** Mr. Ford moved, and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the full Board to authorize a Resolution as set forth in Attachment D which includes that "Subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a raise of up to 1.5% retroactive to September 1, 2024." The motion passed unanimously.

**(5) Next Meeting – Business Affairs Committee of the Board of Trustees (Information Item)**

Ms. Posoff stated that the next meeting of the Business Affairs Committee is scheduled for Wednesday, May 21, 2025 at 9:00 A.M.

**EXECUTIVE SESSION**

Ms. Posoff stated that the Business Affairs Committee will go into Executive Session to discuss contracts and personnel matters.

Mr. Epps motioned to adjourn the Business Affairs Committee meeting. Ms. Dubow seconded the motion and the motion passed unanimously. The Business Affairs Committee meeting was adjourned.

**EXECUTIVE COMMITTEE**  
**PUBLIC SESSION**

Ms. Posoff, on behalf of Chair Epps, called the Executive Committee meeting to order of 10:15 AM and asked Ms. Flynn to proceed with agenda item one.

**(1) Policy Approval: Solicitation at the College Policy (Action Item)**

**Discussion:** Ms. Flynn stated that Staff seeks approval of revisions to the College's Solicitation in Campus Facilities (Memorandum #158) policy, which Staff recommends renaming to Solicitation at the College, to include language prohibiting credit card marketing on campus in compliance with Article XXIII-A of the Pennsylvania Public School Code (24 P. S. §§ 23-2301-A—23-2303-A) and to broaden the scope of the policy to include not only the campus facilities but also College-provided communication systems, including email. Ms. Flynn stated that the Pennsylvania Department of Education requested a copy of the policy showing compliance with the Public School Code and the College informed them that we would provide the policy by June 1, 2025.

This policy has been reviewed by the Board's Policy Working Group. Red-lined and clean versions of the Solicitation on Campus (revised Memorandum #158) policy are attached as Attachment E.

Staff requested that the Executive Committee of the Board of Trustees recommend to the full Board that the Solicitation at the College (revised Memorandum #158) policy is approved.

**Action:** Mr. Epps moved, and Mr. White seconded the motion that the Executive Committee recommend to the full Board to approve the Solicitation at the College (revised Memorandum #158) policy. The motion passed unanimously.

**(2) Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion to approve the contract with Cozen O'Connor Public Strategies, LLC.**

**Action:** Mr. Epps moved, and Mr. White seconded the motion that the Executive Committee approve the contract with Cozen O'Connor Public Strategies, LLC. The motion passed unanimously.

Mr. Posoff motioned to adjourn the Executive Committee meeting, and Mr. Epps seconded the motion. The motion passed unanimously and the Executive Committee meeting was adjourned.

JE/tn  
c: Ms. Mindy Posoff

| <b><u>ATTACHMENT A</u></b>                |                          |               |                  |
|---|--------------------------|---------------|------------------|
| <b>FUNDING FOR ACTION ITEMS</b>           |                          |               |                  |
| <b>MEETING OF THE BUSINESS AFFAIRS</b>    |                          |               |                  |
| <b>COMMITTEE OF THE BOARD OF TRUSTEES</b> |                          |               |                  |
| <b>AGENDA: April 16, 2025</b>             |                          |               |                  |
|   |                          |               |                  |
| <b>Agenda No.</b>                         | <b>Vendor/Consultant</b> | <b>Amount</b> | <b>Source</b>    |
|   |                          |               |                  |
| 1   | CSG Global Consulting    | \$604,754     | Operating Budget |
| 2   | Dell Technologies        | \$443,700     | Capital Budget   |
| 3   | Cozen & O'Connor         | \$ 30,000     | Operating Budget |

## **ATTACHMENT B**

### **COST BREAKDOWN**

|                           | 2025 (Current FY) | 4-Month      | 2026          | 2027          | 2028          | Last Year/This<br>Year | %<br>Increase | Notes                  |
|---------------------------|-------------------|--------------|---------------|---------------|---------------|------------------------|---------------|------------------------|
| CSG Maintenance           | \$ 33,084.00      | \$ 9,884.34  | \$ 34,069.04  | \$ 34,069.04  | \$ 34,069.04  | \$ 985.04              | 2.98          | CSG Minimal Increase   |
| Avaya UC Support          | \$ 119,122.35     | \$ 43,099.80 | \$ 129,250.80 | \$ 129,250.80 | \$ 129,250.80 | \$ 10,128.45           | 8.50          | Avaya Minimal Increase |
| Avaya Contact Ctr Support | \$ -              | \$ 5,034.56  | \$ 15,103.68  | \$ 15,103.68  | \$ 15,103.68  | \$ 15,103.68           | 100.00        | Re-establish Support   |
| CSG ICB Support           | \$ 2,103.00       | \$ 612.50    | \$ 2,103.00   | \$ 2,103.00   | \$ 2,103.00   | \$ -                   | 0.00          | No Increase            |
| RSI Call Accounting       | \$ 1,020.00       | \$ 525.00    | \$ 1,339.58   | \$ 1,339.58   | \$ 1,339.58   | \$ 319.58              | NA            |                        |
| Total                     | \$ 155,329.35     | \$ 59,156.20 | \$ 181,866.10 | \$ 181,866.10 | \$ 181,866.10 | \$ 26,536.75           |               |                        |



## **ATTACHMENT C**

### **DELL QUOTE**



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 11, 2025**.

You can download a copy of this quote during checkout.

Place your order

**Quote Name:** Respiratory qty 500 w/ monitors  
**Quote No.** 3000186794402.4  
**Total** \$443,803.50  
Customer # 8865075  
Quoted On Mar. 21, 2025  
Expires by Apr. 11, 2025  
Contract Name Pennsylvania DGS  
Contract Code COSTARS-3 IT Hardware  
Customer Agreement # C000001020025  
Deal ID COSTARS-003-E22-603  
28411937

Sales Rep Amber Raby  
Phone 1(800) 456-3355, 6186578  
Email Amber.Raby@Dell.com  
**Billing To** ACCOUNTS PAYABLE  
COMM COLLEGE OF  
PHILADELPHIA  
1700 SPRING GARDEN ST  
PHILADELPHIA, PA 19130-3936

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Amber Raby

| Product                                  | Unit Price | Quantity | Subtotal     |
|--|------------|----------|--------------|
| OptiPlex Small Form Factor Plus 7020 BTX | \$900.00   | 450      | \$405,000.00 |
| Dell 24 Monitor - E2425H                 | \$86.23    | 450      | \$38,803.50  |

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|                     |              |
|---------------------|--------------|
| Subtotal:           | \$443,803.50 |
| Shipping:           | \$0.00       |
| Non-Taxable Amount: | \$443,803.50 |
| Taxable Amount:     | \$0.00       |
| Estimated Tax:      | \$0.00       |

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|        |              |
|--------|--------------|
| Total: | \$443,803.50 |
|--------|--------------|

Special pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Accelerate the power  
of AI for your data

Take the first step in achieving  
Generative AI success



[Learn More](#)

|   | Unit Price      | Quantity   | Subtotal            |
|---|-----------------|------------|---------------------|
| <b>OptiPlex Small Form Factor Plus 7020 BTX</b> | <b>\$900.00</b> | <b>450</b> | <b>\$405,000.00</b> |
| Estimated delivery if purchased today:          |                 |            |                     |
| Mar. 28, 2025                                   |                 |            |                     |
| Contract # C000001020025                        |                 |            |                     |
| Customer Agreement # COSTARS-003-E22-603        |                 |            |                     |

| Description  | SKU      | Unit Price | Quantity | Subtotal |
|--|----------|------------|----------|----------|
| OptiPlex Small Form Factor Plus 7020 BTX   | 210-BKWL | -          | 450      | -        |
| Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.4 GHz Turbo, 65W) | 338-CNCK | -          | 450      | -        |
| Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish                             | 619-ARSB | -          | 450      | -        |
| Activate Your Microsoft 365 For A 30 Day Trial   | 658-BCSB | -          | 450      | -        |
| 32 GB: 2 x 16 GB, DDR5   | 370-BBQG | -          | 450      | -        |
| M.2 2230 512GB PCIe NVMe SSD Class 35  | 400-BQSB | -          | 450      | -        |
| M.2 22x30 Thermal Pad  | 412-AAQT | -          | 450      | -        |
| 1st M.2 2280 SSD Screw   | 773-BBBC | -          | 450      | -        |
| NO RAID  | 817-BBBN | -          | 450      | -        |
| Intel Integrated Graphics  | 490-BBFG | -          | 450      | -        |
| OptiPlex SFF Plus with 260W Bronze Power Supply  | 329-BJWJ | -          | 450      | -        |
| System Power Cord (Philippine/TH/US)   | 450-AAOJ | -          | 450      | -        |
| DVD+/-RW Bezel   | 325-BDSH | -          | 450      | -        |
| 8x DVD+/-RW/RAM 9.5mm Slimline Optical Disk Drive  | 429-ABFH | -          | 450      | -        |
| CyberLink Media Essentials for Windows   | 430-XYIX | -          | 450      | -        |
| No Media Card Reader   | 379-BBHM | -          | 450      | -        |
| No Wireless LAN Card   | 555-BKHY | -          | 450      | -        |
| No Additional Video Ports  | 492-BCKH | -          | 450      | -        |
| Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black                                 | 580-AJJG | -          | 450      | -        |
| Mouse included with Keyboard   | 570-AADI | -          | 450      | -        |
| No Cover Selected  | 325-BCZQ | -          | 450      | -        |
| Dell Additional Software   | 634-CHFP | -          | 450      | -        |
| ENERGY STAR Qualified  | 387-BBLW | -          | 450      | -        |
| SERI Guide (ENG/FR/Multi)  | 340-AGIK | -          | 450      | -        |
| Watch Dog SRV  | 379-BFMR | -          | 450      | -        |
| Quick Start Guide, OptiPlex SFF Plus   | 340-DMJC | -          | 450      | -        |
| Print on Demand Label  | 389-BDQH | -          | 450      | -        |
| Trusted Platform Module (Discrete TPM Enabled)   | 329-BBJL | -          | 450      | -        |
| Shipping Material  | 340-CQYR | -          | 450      | -        |
| Shipping Label   | 389-BBUU | -          | 450      | -        |
| Regulatory Label for OptiPlex SFF Plus PSU DAO   | 389-FFZD | -          | 450      | -        |
| Intel® Rapid Storage Technology Driver   | 658-BFSK | -          | 450      | -        |
| Intel Core i7 Processor Label  | 340-CUEQ | -          | 450      | -        |
| Desktop BTS/BTP Shipment   | 800-BBIP | -          | 450      | -        |

|   |          |                   |                 |                    |
|---|----------|-------------------|-----------------|--------------------|
| No Additional Add In Cards                                    | 382-BBHX | -                 | 450             | -                  |
| No Additional Network Card Selected (Integrated NIC included) | 555-BBJO | -                 | 450             | -                  |
| Configuration Matérielle Fixe                                 | 998-GRXT | -                 | 450             | -                  |
| EPEAT 2018 Registered (Silver)                                | 379-BDTO | -                 | 450             | -                  |
| Internal Speaker  | 520-AARD | -                 | 450             | -                  |
| No vPro® support  | 631-BBQQ | -                 | 450             | -                  |
| Dell Limited Hardware Warranty Plus Service                   | 812-3886 | -                 | 450             | -                  |
| Onsite/In-Home Service After Remote Diagnosis 3 Years         | 812-3887 | -                 | 450             | -                  |
|   |          | <b>Unit Price</b> | <b>Quantity</b> | <b>Subtotal</b>    |
|   |          | <b>\$86.23</b>    | <b>450</b>      | <b>\$38,803.50</b> |

**Dell 24 Monitor - E2425H**  
Estimated delivery if purchased today:  
Mar. 27, 2025  
Contract # C000001020025  
Customer Agreement # COSTARS-003-E22-603

| Description                        | SKU      | Unit Price            | Quantity | Subtotal            |
|------------------------------------|----------|-----------------------|----------|---------------------|
| Dell 24 Monitor - E2425H           | 210-BNHS | -                     | 450      | -                   |
| Dell Limited Hardware Warranty     | 814-9381 | -                     | 450      | -                   |
| Advanced Exchange Service, 3 Years | 814-9382 | -                     | 450      | -                   |
|                                    |          | <b>Subtotal:</b>      |          | <b>\$443,803.50</b> |
|                                    |          | <b>Shipping:</b>      |          | <b>\$0.00</b>       |
|                                    |          | <b>Estimated Tax:</b> |          | <b>\$0.00</b>       |
|                                    |          | <b>Total:</b>         |          | <b>\$443,803.50</b> |

## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

## **ATTACHMENT D**

### **Resolution – Salary Increases for Administrators, Grant Administrators, and Confidential Employees**

**Community College of Philadelphia**

**Resolution – Fiscal Year 2024-2025**

**Resolution for Board of Trustees Meeting May 1, 2025 for Salary Increases for Administrators,  
Grant Administrators, and Confidential Employees**

WHEREAS on April 16, 2025, the Business Affairs Committee of the Community College of Philadelphia's Board of Trustees approved a motion recommending that the Community College of Philadelphia's Board of Trustees approve a salary increase for College Administrators, Grant Administrators, and Confidential Staff of up to one and one-half (1.5%), subject to satisfactory evaluation and performance, retroactive to September 1, 2024:

NOW THEREFORE, on this 16th day of April, 2025, the Board of Trustees hereby resolves that, subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a salary increase of up to one and one-half (1.5%) retroactive to September 1, 2024.

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

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Jacob Eapen, Treasurer



## **ATTACHMENT E**

### **Policy Approval: Solicitation at the College**

# SOLICITATION AT THE COLLEGE IN CAMPUS FACILITIES

## Memorandum #158 Solicitation in Campus Facilities at the College

Revised: ~~March~~ April 2025

Revised: June 1, 2005

Original Date of Issue: July 1, 1987

Approved by: Board of Trustees

Policyholder:

Solicitation refers to the act of approaching another, be it in person, by mail, by telephone or through electronic medium with the intent to: (1) buy or sell goods or services, take orders or collect money from other than members of a sponsoring organization; or (2) distribute political or other types of information; or (3) proselytize religious beliefs. This policy does not address the posting of flyers, literature, etc., which is addressed in: the Posting in College Facilities Policy (Memorandum #159)-addresses these issues.

Solicitation for charitable, political, social, religious or other causes by students, staff, or visitors on at the College, including on College property or via College-provided communication systems (e.g. email or any college-provided messaging platform) is regulated by the this policy below. Distribution and/or posting of literature (handbills, promotional materials, leaflets, or other similar items) by outside parties for external agencies Credit card marketing at the on College property is also regulated by the this policy below.

(1) Solicitation by College students is regulated by College policy administered through the Office of Student Life Engagement. (2) Solicitation by the community is regulated by College policy administered through the Office of Special Events and Community Relations. (3) All other solicitation activity requests are administered through the Office of Purchasing and Services.

### Policy:

- The College does not permit any person, organization or agency to solicit, conduct business, or raise funds on at the College, including on College property or via College-provided communication systems. property except where specific written permission has been obtained from the: Office of Student Life, Office of Special Events and Community Relations, or Office of Purchasing & Services (M1-4).
- Any approved solicitation(s) should have the primary objective of providing a benefit to the students of the College community. Examples of "benefit" include but are not limited to: a) sponsoring a student activity or event; b) providing financial scholarship to the College student(s); or c) increasing community awareness. The solicitation should not primarily benefit the solicitor nor contribute only to the business objectives of the solicitor.
- Solicitation must not interfere with educational activities of the College.
- Approved sale of goods or services on College property may be conducted only in designated locations. No approval shall be granted if the solicitation violates existing College contracts.
- Approved solicitors must agree to be responsible for any damages to College property or facilities as a result of the solicitation activity and must agree to remove any and all refuse or waste that results directly or indirectly from the solicitation activity. The College may require the solicitor to provide a security deposit.
- This policy applies to all College properties, including leased facilities, and College-provided communication systems.

## Student-related solicitation

- Solicitation initiated by students requires the written approval of the Director of Student [LifeEngagement](#). Any College location required for the solicitation activity must be reserved by the Office of Student [LifeEngagement](#). This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Community-related solicitation

- Solicitation initiated by the local community requires the written approval of the Special Events and Community Relations [CoordinatorDirector](#). Any College location required for the solicitation activity must be reserved by the Special Events and Community Relations [CoordinatorDirector](#). This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Credit Card Marketing

- [The marketing of credit cards on campus or via College-provided communication systems is prohibited. For purposes of this Policy, the marketing of credit cards includes advertising, promoting, offering, or accepting applications for a credit card.](#)

## All other requests for solicitation

- Written permission must be obtained from the [Office of Purchasing & Services Manager](#) for any commercial activity on campus. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.
- Goods or services offered for sale by external organizations must be approved by the Office of Purchasing and Services.
- Food products offered for sale may not be prepared at the place of sale and shall comply with all applicable health code standards.
- Sales may occur only at the location approved by the College. No "door-to-door" solicitation is permitted.
- The College may require the solicitor to sign a Hold Harmless Agreement and provide evidence of insurance, of an amount acceptable to the College, naming the College as an additional insured.
- Public space is available for posting of literature. Refer to College Policies and Procedures Memorandum No. 159 for additional information.

## Department Reference:

Office of Student Activities, phone number (215) 751-8210

Office of Special Events and Community Relations, phone number (215) 751-8941

Office of Purchasing & Services, phone number [\(215\) 751-8935](#)

## [Related Policies:](#)

[Posting in College Facilities \(Memorandum #159\) \(hyperlink\)](#)

[Policy Governing Use of College Facilities \(Memorandum #153\) \(hyperlink\)](#)

[Statement of Acceptable Behavior for College Guests and Visitors \(Memorandum #161\) \(hyperlink\)](#)

[Acceptable Use Policy for Interactive Systems \(Memorandum #307\)](#)

# SOLICITATION AT THE COLLEGE

## Memorandum #158 Solicitation at the College

Revised: April \_\_, 2025

Revised: June 1, 2005

Original Date of Issue: July 1, 1987

Approved by: Board of Trustees

Policyholder:

Solicitation refers to the act of approaching another, be it in person, by mail, by telephone or through electronic medium with the intent to: (1) buy or sell goods or services, take orders or collect money from other than members of a sponsoring organization; or (2) distribute political or other types of information; or (3) proselytize religious beliefs. This policy does not address the posting of flyers, literature, etc., which is addressed in the Posting in College Facilities Policy (Memorandum #159).

Solicitation for charitable, political, social, religious or other causes by students, staff, or visitors at the College, including on College property or via College-provided communication systems (e.g. email or any college-provided messaging platform) is regulated by this policy. Credit card marketing at the College is also regulated by this policy. Solicitation by College students is regulated by College policy administered through the Office of Student Engagement. Solicitation by the community is regulated by College policy administered through the Office of Special Events and Community Relations. All other solicitation activity requests are administered through the Office of Purchasing and Services.

### Policy:

- The College does not permit any person, organization or agency to solicit, conduct business, or raise funds at the College, including on College property or via College-provided communication systems, except where specific written permission has been obtained from the: Office of Student Life, Office of Special Events and Community Relations, or Office of Purchasing & Services (M1-4).
- Any approved solicitation(s) should have the primary objective of providing a benefit to the College community. Examples of "benefit" include but are not limited to: a) sponsoring a student activity or event; b) providing financial scholarship to the College student(s); or c) increasing community awareness. The solicitation should not primarily benefit the solicitor nor contribute only to the business objectives of the solicitor.
- Solicitation must not interfere with educational activities of the College.
- Approved sale of goods or services on College property may be conducted only in designated locations. No approval shall be granted if the solicitation violates existing College contracts.
- Approved solicitors must agree to be responsible for any damages to College property or facilities as a result of the solicitation activity and must agree to remove any and all refuse or waste that results directly or indirectly from the solicitation activity. The College may require the solicitor to provide a security deposit.
- This policy applies to all College properties, including leased facilities, and College-provided communication systems.

### Student-related solicitation

- Solicitation initiated by students requires the written approval of the Director of Student Engagement. Any College location required for the solicitation activity must be reserved by the Office of Student Engagement. This office

will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Community-related solicitation

- Solicitation initiated by the local community requires the written approval of the Special Events and Community Relations Director. Any College location required for the solicitation activity must be reserved by the Special Events and Community Relations Director. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Credit card marketing

- The marketing of credit cards on campus or via College-provided communication systems is prohibited. For purposes of this Policy, the marketing of credit cards includes advertising, promoting, offering, or accepting applications for a credit card.

## All other requests for solicitation

- Written permission must be obtained from the Office of Purchasing & Services for any commercial activity on campus. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.
- Goods or services offered for sale by external organizations must be approved by the Office of Purchasing and Services.
- Food products offered for sale may not be prepared at the place of sale and shall comply with all applicable health code standards.
- Sales may occur only at the location approved by the College. No "door-to-door" solicitation is permitted.
- The College may require the solicitor to sign a Hold Harmless Agreement and provide evidence of insurance, of an amount acceptable to the College, naming the College as an additional insured.
- Public space is available for posting of literature. Refer to College Policies and Procedures Memorandum No. 159 for additional information.

## Department Reference:

Office of Student Activities, phone number (215) 751-8210

Office of Special Events and Community Relations, phone number (215) 751-8941

Office of Purchasing & Services, phone number, (215) 751-8935

## Related Policies:

Posting in College Facilities (Memorandum #159) ([hyperlink](#))

Policy Governing Use of College Facilities (Memorandum #153) ([hyperlink](#))

Statement of Acceptable Behavior for College Guests and Visitors (Memorandum #161) ([hyperlink](#))

Acceptable Use Policy for Interactive Systems (Memorandum #307)

**Community College of Philadelphia**

**Resolution – Fiscal Year 2024-2025**

**Resolution for Board of Trustees Meeting May 1, 2025 for Salary Increases for Administrators,  
Grant Administrators, and Confidential Employees**

WHEREAS on April 16, 2025, the Business Affairs Committee of the Community College of Philadelphia's Board of Trustees approved a motion recommending that the Community College of Philadelphia's Board of Trustees approve a salary increase for College Administrators, Grant Administrators, and Confidential Staff of up to one and one-half (1.5%), subject to satisfactory evaluation and performance, retroactive to September 1, 2024:

NOW THEREFORE, on this 16th day of April, 2025, the Board of Trustees hereby resolves that, subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a salary increase of up to one and one-half (1.5%) retroactive to September 1, 2024.

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

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Jacob Eapen, Treasurer

# SOLICITATION AT THE COLLEGE

## Memorandum #158 Solicitation at the College

Revised: April \_\_, 2025

Revised: June 1, 2005

Original Date of Issue: July 1, 1987

Approved by: Board of Trustees

Policyholder:

Solicitation refers to the act of approaching another, be it in person, by mail, by telephone or through electronic medium with the intent to: (1) buy or sell goods or services, take orders or collect money from other than members of a sponsoring organization; or (2) distribute political or other types of information; or (3) proselytize religious beliefs. This policy does not address the posting of flyers, literature, etc., which is addressed in the Posting in College Facilities Policy (Memorandum #159).

Solicitation for charitable, political, social, religious or other causes by students, staff, or visitors at the College, including on College property or via College-provided communication systems (e.g. email or any college-provided messaging platform) is regulated by this policy. Credit card marketing at the College is also regulated by this policy. Solicitation by College students is regulated by College policy administered through the Office of Student Engagement. Solicitation by the community is regulated by College policy administered through the Office of Special Events and Community Relations. All other solicitation activity requests are administered through the Office of Purchasing and Services.

### Policy:

- The College does not permit any person, organization or agency to solicit, conduct business, or raise funds at the College, including on College property or via College-provided communication systems, except where specific written permission has been obtained from the: Office of Student Life, Office of Special Events and Community Relations, or Office of Purchasing & Services (M1-4).
- Any approved solicitation(s) should have the primary objective of providing a benefit to the College community. Examples of "benefit" include but are not limited to: a) sponsoring a student activity or event; b) providing financial scholarship to the College student(s); or c) increasing community awareness. The solicitation should not primarily benefit the solicitor nor contribute only to the business objectives of the solicitor.
- Solicitation must not interfere with educational activities of the College.
- Approved sale of goods or services on College property may be conducted only in designated locations. No approval shall be granted if the solicitation violates existing College contracts.
- Approved solicitors must agree to be responsible for any damages to College property or facilities as a result of the solicitation activity and must agree to remove any and all refuse or waste that results directly or indirectly from the solicitation activity. The College may require the solicitor to provide a security deposit.
- This policy applies to all College properties, including leased facilities, and College-provided communication systems.

### Student-related solicitation

- Solicitation initiated by students requires the written approval of the Director of Student Engagement. Any College location required for the solicitation activity must be reserved by the Office of Student Engagement. This office

will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Community-related solicitation

- Solicitation initiated by the local community requires the written approval of the Special Events and Community Relations Director. Any College location required for the solicitation activity must be reserved by the Special Events and Community Relations Director. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Credit card marketing

- The marketing of credit cards on campus or via College-provided communication systems is prohibited. For purposes of this Policy, the marketing of credit cards includes advertising, promoting, offering, or accepting applications for a credit card.

## All other requests for solicitation

- Written permission must be obtained from the Office of Purchasing & Services for any commercial activity on campus. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.
- Goods or services offered for sale by external organizations must be approved by the Office of Purchasing and Services.
- Food products offered for sale may not be prepared at the place of sale and shall comply with all applicable health code standards.
- Sales may occur only at the location approved by the College. No "door-to-door" solicitation is permitted.
- The College may require the solicitor to sign a Hold Harmless Agreement and provide evidence of insurance, of an amount acceptable to the College, naming the College as an additional insured.
- Public space is available for posting of literature. Refer to College Policies and Procedures Memorandum No. 159 for additional information.

## Department Reference:

Office of Student Activities, phone number (215) 751-8210

Office of Special Events and Community Relations, phone number (215) 751-8941

Office of Purchasing & Services, phone number, (215) 751-8935

## Related Policies:

Posting in College Facilities (Memorandum #159) ([hyperlink](#))

Policy Governing Use of College Facilities (Memorandum #153) ([hyperlink](#))

Statement of Acceptable Behavior for College Guests and Visitors (Memorandum #161) ([hyperlink](#))

Acceptable Use Policy for Interactive Systems (Memorandum #307)



COMMUNITY COLLEGE OF PHILADELPHIA  
Proceedings of the Meeting of the Board of Trustees  
Thursday, April 3, 2025 - 2:30 p.m.  
Northeast Regional Center  
12901 Townsend Road, Community Room 124/Hybrid

Present: Mr. Epps, presiding: Ms. Ajeenah Amir, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Timothy Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Sheila Ireland, Dr. Carol Jenkins, Pastor Jonathan Mason, Ms. Rosalyn McPherson, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Donald Generals, Ms. Josephine Di Gregorio, Mr. Eapen, Dr. David Thomas, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Dr. Alycia Marshall, Ms. Carolyn Flynn, Dr. Ellyn Jo Waller, and Dr. Judy Gay

(1) Executive Session I

(2) Meeting Called to Order

Mr. Epps called the meeting to order and stated that Executive Session I was devoted to a discussion of personnel matters.

Mr. Epps reviewed the goals for the meeting.

(3) Public Comment

Mr. Epps asked if there were any requests for Public Comment. Ms. Flynn stated that 19 requests for public comment have been received. She stated that public comments are made in person and if a person cannot attend, someone who is present can read it on their behalf.

The following individuals made a public comment:

- Andrea Lawful-Sanders, Foundation Board Executive Committee member, stated that she waited until today to address the Board regarding this issue as she wasn't sure about whether the rumors she heard were true about Dr. Generals' contract not being renewed. Ms. Lawful-Sanders stated that she had not heard anything formally. She asked why the Foundation Board members were not informed. Ms. Lawful-Sanders stated that over the years, she has given the College opportunities to appear on her radio show as well other media opportunities. She stated that she believes in the mission of the College. Ms. Lawful-Sanders stated that she has been a committed Foundation Board

member and has written checks for \$10,000 for student scholarships. Ms. Lawful-Sanders asked why is Dr. General being removed? What is happening and why?

Mr. Brainard asked whether he could make a public comment. Ms. Flynn informed Mr. Brainard that public comment must be made in person or have someone who is attending read the comment on their behalf.

Mr. Epps stated that he would make an exception and asked Mr. Brainard to make his public comment.

- Junior Brainard, co-president of the Federation, stated that DEI is presently under attack and that it's time for the College and the Board to strengthen DEI as it needs more structure and support. Mr. Brainard stated that anti-racist training is in the contract, but the administration seems to believe that faculty belong in the classroom. Mr. Brainard stated that there is no one at the College to take the lead. He stated that faculty want to take some of the anti-racist workshops led by their peers.
- Marissa Johnson Valenzuela, English faculty, stated that faculty have led anti-racist training workshops. She stated that she is a member of the Diversity Council. Ms. Johnson Valenzuela stated that she wanted the Board to know that so many students were due to be present at the meeting today to speak to the Board about the need for SEPTA TransPasses.

(4) Report of the President

(a) Executive Orders

Dr. General stated that there was not much to report on the executive orders. He stated that the College is closely monitoring each executive order and the possible impact on the College. Dr. General stated that we have been looking at models to ascertain where we can shift dollars if federal grants are impacted. Dr. General stated that the College continues to monitor all aspects of DEI.

Regarding undocumented students, Dr. General stated that the College is providing counseling and helping students get professional help.

Ms. McPherson stated that the group who has been assigned to recommend strategies for DEI has met twice. She stated that there was great participation at both of the meetings. Ms. McPherson stated that the group was charged with developing DEI recommendations/strategies. She stated that she was excited about the conversation.

(b) Enrollment

At the request of Dr. Generals, Dr. Lipscomb provided an update on enrollment (**Attachment A**). He stated that enrollment numbers are pretty much stable. He stated that spring enrollment is up 8% in headcount and 10% in credit hours. Dr. Lipscomb stated that new and returning students are up. Dr. Lipscomb provided enrollment highlights for spring which included enrollment by location, an update on continuing and new students, and on-line learning. Dr. Lipscomb also discussed the biggest program increases in headcount.

Dr. Lipscomb provided an update on summer enrollment. He stated that it is early, but that for summer session I enrollment is up 18% in headcount and 23% in credit hours. Dr. Lipscomb stated that continuing students are up 24% and new students are down 28%.

Dr. Lipscomb stated that for summer session II, total headcount is up 17% and 20% in credit hours. He stated that continuing students are up 22% and new students are down 19%. Dr. Lipscomb stated that fall is up significantly. He stated that fall registration will open on April 9, 2025.

Dr. Lipscomb reported that the College was named a 2025-2026 Military Friendly School. He stated that the College and Drexel Admissions Partnership Ceremonial signing is scheduled for April 10, 2025.

Mr. Epps asked whether there is a graph that would show where the College is weak regarding recruitment/enrollment. Dr. Lipscomb stated that the College has significant representation of the city. He stated that there may be a deficit in South Philadelphia.

(c) Update on Cheyney Project

Dr. Generals reported that the College is ready to move forward with the Cheyney University project. He stated that the agreement has been executed and the program will be housed in the Center for Business and Industry. Dr. Generals stated that the project is a collaboration with Cheyney University, the College, and the School District of Philadelphia to provide a public opportunity to earn a four-year degree. Dr. Generals stated that a meeting has been scheduled with Governor Shapiro or a member of his staff to discuss the project. He stated that the ask to the governor is for \$5 million to help with administrative and student support for the Cheyney project.

(d) Pennsylvania Commission for Community Colleges  
Annual Meeting

Dr. Generals stated that he will be attending the April 8, 2025 Commission for Community Colleges Annual meeting in Harrisburg. He stated that the meeting will be devoted to a discussion of budgetary items. Dr. Generals stated that Dr. Kate Shaw, Executive Director of the State Board of Higher Education, is scheduled to speak at the meeting; Mr. Tony Crisci,

lobbyist, will provide an update on the Governor's budget; and David Baime, Senior Vice President for Government Relations at the American Association of Community Colleges (AACC), will discuss changes at the Federal level.

(e) College Budget Hearing

Dr. Generals stated that the College's budget hearing before City Council is scheduled for Tuesday, April 29, 2025, at 1:30 p.m. in City Hall Council Chambers, Room 400.

(f) Commencement

Dr. Rooney stated that Commencement is scheduled for Saturday, May 3, 2025, at 10:00 a.m. at Temple Liacouras Center. She stated that we have a potential of 2,500 graduates for this year's Commencement.

Dr. Marshall stated that in support of enrollment at CATC, staff have focused on intentional scheduling and have increased sections from 12 to 58.

(g) Foundation Report

Dr. Zanjani called attention to the Report on Grants and Gifts which was part of the Board of Trustees meeting materials. She stated that the report reflects the period of July 1, 2024 through February 28, 2025. Dr. Zanjani stated that for public/governmental fundraising, the College raised a total of \$4,374,097 versus \$1,313,497 at the same time last year. Dr. Zanjani stated that for private/philanthropic fundraising for the period of July 1, 2024 through February 28, 2025, a total of \$2,892,273 was raised.

Dr. Zanjani stated that the Black & Gold Gala invitations have been mailed. She stated that to date, over \$254,154 in sponsorships has been raised for the Gala. Dr. Zanjani stated that the friendly competition between the Foundation Board of Directors and the Board of Trustees continues. She encouraged members of the Board to sponsor, purchase tickets, or invite friends and colleagues to sponsor or purchase tickets for the Gala.

Dr. Waller stated that since FY19, the Foundation and the Institutional Advancement department have raised \$428,091,070 through private gifts and grants and public grants and contracts. Dr. Waller stated that annual giving, one of the primary methods for donor acquisition, is up 45% year-to-date, with \$311,866 raised for FY25 as of April 3, 2025, compared to \$214,842 for FY24 at the same time last year. She stated that a solicitation mailing was sent out last week to about 15,000 individuals. The final appeal mailing of the fiscal year will be sent out later this spring.

Dr. Waller reported that the Second Annual Women's History Month Panel and Lunch event which was held on March 27, 2025, supports the Women's Empowerment

Fund. Nearly 100 guests attended the inspiring event.

Dr. Waller reported that a Meet and Greet Luncheon will be held for scholarship students and donors on April 17, 2025. The Scholarship Impact reports were mailed to donors along with their invitation. Thus far, over 45 guests are registered to attend.

Dr. Waller stated that the Annual Nursing Scholarship Luncheon will be held on April 30, 2025.

Dr. Waller reported that the Alumni Association will volunteer to assist with several events for graduation and the end of the academic year, including the Grad Fair, Latine Celebration, the BHHS Year-End Celebration, and the Post-Baccalaureate Accelerated Associate Degree in Nursing 5th Anniversary Celebration.

Dr. Waller reported that the Alumni Association is also hosting its Third Annual Spring Alumni Reception on May 7, 2025, in the Absalom Jones Courtyard. The Class of 2025 will be invited to attend as their first official alumni event.

#### Giving and Getting

Dr. Waller reported that the friendly competition between the boards continues. As of April 2, 2025, 39% of the Foundation Board of Directors and 67% of the College Board of Trustees have made a gift this fiscal year. However, the opportunity to have funds count towards calendar year of 2024 has passed. Dr. Waller stated that it is not too late to participate in this competition and see who gets to 100% prior to June 30, 2025. Mr. Epps indicated that he hopes that the Board of Trustees will be at 100% participation.

#### (5) Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on March 13, 2025. She stated that the Committee discussed experiential learning opportunities that help students learn skills through work experiences. Ms. Fulmore-Townsend stated that these experiential learning opportunities align with the College's strategic planning. Ms. Fulmore-Townsend stated that the Committee discussed two partnerships, namely Saxbys and the Liberal Arts department.

Ms. Fulmore-Townsend stated that the Saxbys partnership program began in 2022. She stated that to date, over 29 Community College of Philadelphia students have worked at the café, including 15 in leadership roles. Since its launch, Saxbys main campus location has served over 41,000 guests. She stated that students at Saxbys work full time. Ms. Fulmore-Townsend stated that a total of \$149,000 has been paid to Community College of Philadelphia student

CEOs and café team members. She stated that over 8,200 hours have been logged by Saxbys student workers. Ms. Fulmore-Townsend stated that Anissa Kurbanali, Saxby's student CEO, shared her experience with the Committee, stating that the program has helped hone her leadership skills, team development, and financial management.

Ms. Fulmore-Townsend stated that the Committee discussed the partnership within the Liberal Arts Honors program. She stated that faculty have been expanding partnerships with organizations in Philadelphia for internships and high impact experiences through the program. Ms. Fulmore-Townsend stated that the Liberal Arts Honors program has established a pipeline for both short- and long-term internships at the Welcoming Center. This internship partnership will serve as model for additional organizations and the College to build connection with the community and provide students with hands on experience. Ms. Fulmore-Townsend stated that the department is also exploring an applied humanities approach to partnerships that equip students with skills aligned with general education competencies including writing, communication, critical thinking, and public speaking. Ms. Fulmore-Townsend stated that the grant-funded Gilroy Roberts collection program in the Art department, offers internships and research opportunities while planning to establish a CCP museum.

Ms. Fulmore-Townsend stated that the Committee discussed the status of the Strategic Plan. She stated that targets need to be established for the institutional KPIs by the Cabinet as the next step. The institutional goals that have been presented to the Board previously are strongly aligned with the institution's mission, and the KPIs have been approved. Ms. Fulmore-Townsend stated that she envisions the Student Outcomes Committee providing feedback and insights on specific internal KPIs aligned with student achievement to be included in the regular Board reporting.

(6) Business Affairs Committee

Ms. Posoff reported that the Business Affairs Committee met on March 19, 2025. She stated that the meeting focused on 12 projects for the academic and facilities areas. Ms. Posoff highlighted a number of the projects. She stated some of the projects will be funded through the Perkins budget, the capital budget, and funds from the Navy through Blueforge Alliance. Ms. Posoff stated that the items are part of the Consent Agenda for Board approval.

Ms. Posoff stated that the next meeting of the Business Affairs Committee is scheduled for April 16, 2025.

(7) Report of the Audit Committee

Mr. Eapen reported that the Audit Committee met on March 24, 2025. He stated that the Committee reviewed the Audit Report prepared by Grant Thornton. Mr. Eapen stated that the College received a clean audit with no audit findings.

(a) 2023-2024 Uniform Guidance Report

Mr. Epps asked for a motion to approve the 2023-2024 Uniform Guidance Report. Pastor Mason moved, with Ms. Fulmore-Townsend seconding, that the Board accept the Uniform Guidance Report. The motion carried unanimously.

(b) Grant Thornton Contract Extension

Mr. Eapen stated that the Audit Committee reviewed and discussed a two-year extension of the contract with Grant Thornton. The Audit Committee was recommending approval of the extension.

Mr. Ford moved, with Ms. Amir seconding, that the Board approve the extension of the contract for Grant Thornton. The motion carried unanimously.

(8) Policy Working Group

Ms. Posoff reported that the Policy Work Group met on March 14 and April 2, 2025. She stated that at the March meeting, Dr. Zanjani provided an overview of the CCP Foundation Gifts and Grants process.

Ms. Posoff stated that at the April meeting, the Work Group discussed proposed revisions to the Solicitation at the College Campus Policy (#158), and a proposal for a new policy on Political Activity. Based on the discussion, Ms. Posoff stated that recommendations will be made to the Executive Committee at their next meeting.

(9) Labor Agreements Approval – Subject to Federation Ratification

On behalf of the Board of Trustees, Mr. Epps stated that the Board was very glad that the College has reached tentative agreements with the Faculty and Staff Federation for the Full-Time Faculty, Classified, and Part-Time Visiting Lecturers bargaining units. Mr. Epps stated that the Board is grateful for the hard work and collaboration that has brought us to this point where the Board of Trustees will be voting on the approval of the Memorandums of Agreement, subject to the ratification of each of the agreements by the Federation. Mr. Epps stated that the Board will be voting on the agreements separately .

(a) Classified Resolution

Mr. Epps read the Resolution (**Attachment B**) for the Memorandum of Agreement with the Classified unit. He asked for a motion to approve the Resolution.

Ms. Jenkins moved, with Ms. Fulmore-Townsend seconding, that the Board approve the Resolution. The motion carried unanimously.

(b) Part-Time Visiting Lecturer Resolution

Mr. Epps read the Resolution (**Attachment C**) for the Memorandum of Agreement with the Part-time Visiting Lecturer Unit. Mr. Epps asked for a motion to approve the Resolution.

Pastor Mason moved, with Ms. Fulmore-Townsend seconding, that the Board approve the Resolution. The motion carried unanimously.

(c) Full-Time Faculty Resolution

Mr. Epps read the Resolution (**Attachment D**) for the Memorandum of Agreement with the Full-time Faculty Unit. Mr. Epps asked for a motion to approve the Resolution.

Pastor Mason moved, with Ms. McPherson seconding, that the Board approve the Resolution. The motion carried unanimously.

Ms. Flynn stated that the MOAs will be signed at the time of ratification by the Faculty and Staff Federation.

Mr. Epps noted that the Board plans to evaluate the SEPTA TransPasses. Mr. Epps stated the College and the Federation agreed to work together on this issue.

(10) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions, Meeting of March 13, 2025
- (b) Grants and Gifts
- (c) NERC Lower Roof Replacement Award to Garland/DBS, Inc.
- (d) Cisco Switch Replacement Lease Award to Iron Bow
- (e) Mannequins for the Healthcare Simulation Laboratory Award to Guamard
- (f) PCL Trainers and Processors for AAS Degree in Electrical Engineering Award to TecQuipment
- (g) Intelligent Video Solutions Audio Video Package Award for the Healthcare Simulation Laboratory
- (h) Digital Press Award to Xerox
- (i) Construction for Enrollment Center Project Award to Hyde Electrical Corporation, Wayman Fire Protection, Torino Construction, and Tricon Corporation
- (j) Renewal of Contract with SP+ and Main Parking Garage
- (k) Contract Award to PT Mechanical for HVAC Installation
- (l) Welding Equipment Acquisitions from FumeDog, Silicon, and Airgas
- (m) Inspection Equipment Acquisition from Evident, Sonatest, Trident



Welding and Hocker Inc.  
(n) Support Materials Acquisition from Triangle Engineering and Linde

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

(11) Report of the Chair

(a) Commencement Ceremony

Mr. Epps stated that the Commencement Ceremony is scheduled for Saturday, May 3, 2025 at Temple Liacouras Center. He stated that members of the Board are requested to be at the Liacouras Center no later than 9:15 a.m. Robing will take place in the Courtside Club. Mr. Epps stated that Ms. Di Gregorio will email additional logistics to members of the Board.

(b) Board Representation at Year-End Events

Mr. Epps stated that Board representation was needed at the following two events:

Academic Awards Ceremony scheduled on Monday, April 21, 2025 at 3:00 p.m. in the Winnet Building, Great Hall, S2-19.

Nurses Pinning Ceremony, scheduled for Friday, May 2, 2025, at 10:00 a.m. in the College Gymnasium.

After discussion, it was agreed that Ms. Jenkins would represent the Board at the Academic Awards Ceremony, and Mr. Michael Cooper would represent the Board at the Nurses Pinning Ceremony.

It was also agreed that Ms. Fulmore-Townsend would represent the Board at the Catto Graduation scheduled for Monday, April 28, 2025, at 2:00 p.m. in the Winnet Building, Great Hall, S2-19.

(c) Nominating Committee

Mr. Epps reviewed the Nominating Process for Board Officers. He stated that he planned to run for one more year for Chair of the Board. Mr. Epps stated that the Nominating Committee will consist of Mr. Clancy and Representative Cephas.

(12) President's Contract

Mr. Epps stated that action on the President's Contract was due to take place at the meeting. However, additional discussions must take place and therefore the issue will be tabled. Ms. Epps stated a special meeting of the Board of Trustees will take place in April in

accordance with the Sunshine law and the Board of Trustees Bylaws. Mr. Epps asked for a motion to table the President's Contract.

Ms. Posoff moved, with Ms. Ireland seconding, that the President's Contract be tabled. The motion carried unanimously.

(13) Old Business

There was no old business discussed.

(14) New Business

There was no new business discussed.

(15) Next Meeting.

The next meeting of the Board of Trustees is scheduled for Thursday, May 1, 2025 at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1/hybrid.

The meeting adjourned at 5:00 p.m.

The Board reconvened in Executive Session to discuss personnel matters.



ATTACHMENT A



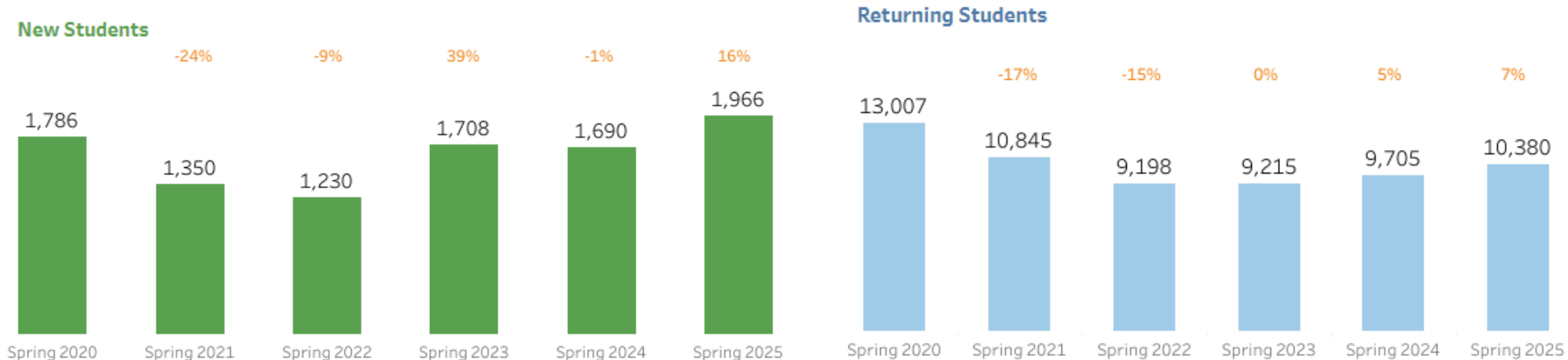
# Enrollment update

April 3, 2025

**RISE FROM WITHIN**

# Spring Enrollment

|                  | Spring 2020 | Spring 2021 | Spring 2022 | Spring 2023 | Spring 2024 | Spring 2025 |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| YoY % Difference |             | -18%        | -14%        | 5%          | 4%          | 8%          |
| TOTAL HC         | 14,793      | 12,195      | 10,428      | 10,923      | 11,395      | 12,346      |
|                  |             | -17%        | -16%        | 8%          | 5%          | 10%         |
| CREDIT HOURS     | 124,752     | 103,214     | 86,420      | 93,472      | 98,447      | 108,305     |
|                  |             | -16%        | -17%        | 18%         | 6%          | 9%          |
| FULL TIME        | 4,118       | 3,475       | 2,867       | 3,389       | 3,596       | 3,933       |
|                  |             | -18%        | -13%        | 0%          | 4%          | 8%          |
| PART TIME        | 10,675      | 8,720       | 7,561       | 7,534       | 7,799       | 8,413       |
|                  |             | -18%        | -16%        | 8%          | 5%          | 10%         |
| FTE              | 10,011      | 8,241       | 6,918       | 7,463       | 7,834       | 8,601       |

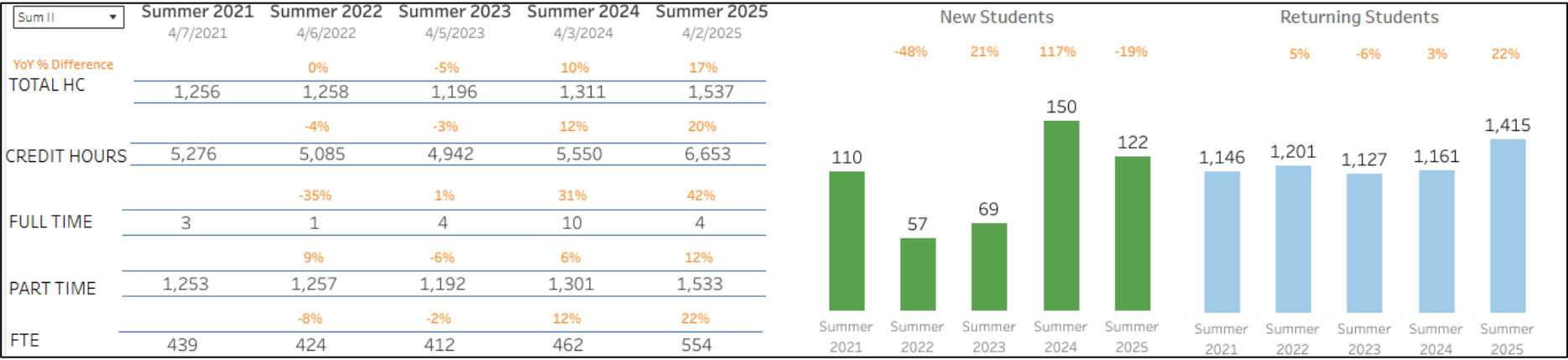
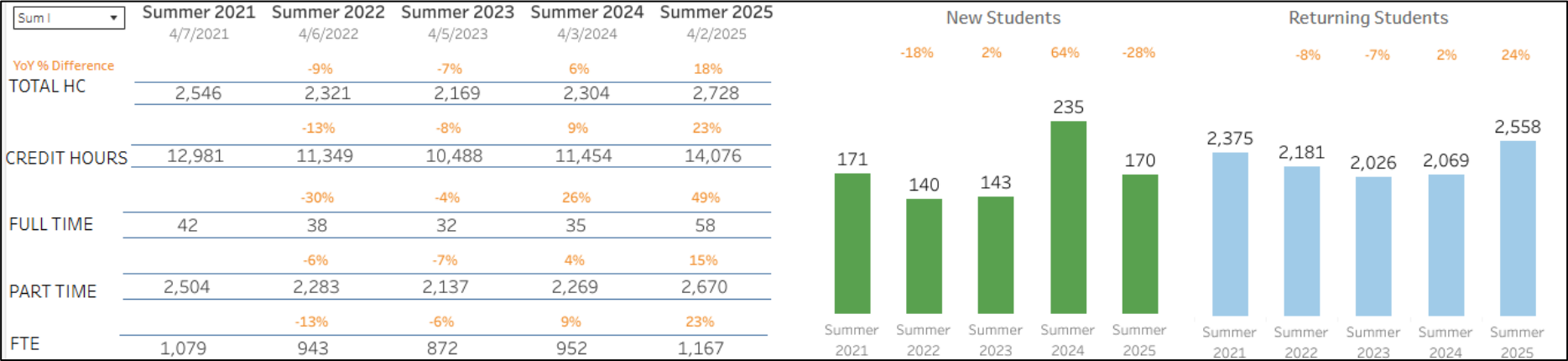




# Spring Enrollment highlights

- **By location (YoY)**
  - NERC is up 36%
  - West/CATC is up 69%
  - Online is up slightly by 0.3%
- **Continuing students (YoY)**
  - Overall up 7%
  - NERC is up 34%
  - West/CATC is up 59%
  - Online is up by four students. (0.06%)
- **New students (YoY)**
  - Overall up 17%
  - NERC is up 48%
  - West/CATC is up 103%
  - Online is up 2%
- **Biggest program increases (YoY)**
  - **By percentage increase in headcount**
    - Tourism & Hospitality Mgmt PC (800%)
    - PT Serv Rep PC (300%)
    - Medium and Heavy Truck Tech (267%)
    - Network & Sys PC (200%)
    - Early Child. Ed. PC (175%)
  - **By raw number increase in headcount**
    - Health Care Studies (+485)
    - Business – General (+156)
    - Communication & Media Studies (+70)
    - Applied Engineering Tech (+50)
    - Engineering (+40)

# Summer Enrollment



## Highlights (YoY)

### Summer I (early summer)

- Overall
  - Headcount up 18%
  - Credit count up 23%
- Continuing students up 24%
- New students down 28%

### Summer II (late summer)

- Overall
  - Headcount up 17%
  - Credits up 20%
- Continuing students up 22%
- New students down 19%



# Other updates

- College named a 2025-2026 Military Friendly School.
- Drexel Direct Admissions Partnership Ceremonial signing (April 10)
- Summer 2025 registration began on March 17.
- Fall 2025 registration begins on April 9.



**Community College of Philadelphia**

**Resolution – Fiscal Year 2025 -- No. 00**

**Resolution for Approval of Classified Bargaining Unit Memorandum of Agreement**

**WHEREAS**, the Community College of Philadelphia (the “College”) and the Faculty and Staff Federation of Community College of Philadelphia, Local 2026 (the “Federation”) have reached a Memorandum of Agreement regarding the Classified Bargaining Unit, which is attached hereto as Exhibit A (“MOA”);

**WHEREAS**, the Federation has informed the College that the Classified Bargaining Unit has not yet completed the ratification process regarding the MOA;

**NOW THEREFORE**, on this 3<sup>rd</sup> day of April, 2025, the Board of Trustees for the Community College of Philadelphia hereby approves the MOA subject to the Federation’s ratification of the MOA.

Attest:

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

---

Donald Generals, Ed.D., President



**EXHIBIT A**

**CLASSIFIED BARGAINING UNIT MEMORANDUM OF AGREEMENT**  
**Between Community College of Philadelphia and**  
**The Faculty and Staff Federation of Community College of Philadelphia Local 2026**

The Community College of Philadelphia, (“the College”) and the Faculty & Staff Federation of Community College of Philadelphia, Local 2026, American Federation of Teachers, AFL-CIO (the “Federation”), each a party and collectively the parties, agree to amend the terms and conditions of the Classified Bargaining Unit Collective Bargaining Agreement, subject to ratification by the bargaining unit and approval by the College’s Board of Trustees, as follows:

**1. Term - September 1, 2024- August 31, 2028**

**2. Wage Increases**

- a. Year 1 (September 1, 2024-August 31, 2025) – 6.5%
- b. Year 2 (September 1, 2025- August 31, 2026) - 5.5%
- c. Year 3 (September 1, 2026-August 31, 2027) - 5.0%
- d. Year 4 (September 1, 2027-August 31, 2028) – 5.0%

**3. Increase in Minimums**

- a. Year 1 - September 1, 2024 Grade 2 minimum - \$20 per hour
  - b. Year 2 - September 1, 2025 Grade 2 minimum - \$21 per hour
  - c. Year 3 - September 1, 2026 Grade 2 minimum - \$22 per hour
  - d. Year 4 – September 1, 2027 Grade 2 minimum - \$23 per hour
- \$1 differential between each grade with creation of additional grades 9 and 10.**

**Effective September 1, 2024:**

**Grade 2 - \$20.00**  
**Grade 3 - \$21.00**  
**Grade 4 - \$22.00**  
**Grade 5 - \$23.00**  
**Grade 6 - \$24.00**  
**Grade 7 - \$25.00**  
**Grade 8 - \$26.00**  
**Grade 9 - \$27.00**  
**Grade 10 - \$28.00**

**Effective September 1, 2025:**

**Grade 2 - \$21.00**  
**Grade 3 - \$22.00**  
**Grade 4 - \$23.00**  
**Grade 5 - \$24.00**

**Grade 6 - \$25.00**  
**Grade 7 - \$26.00**  
**Grade 8 - \$27.00**  
**Grade 9 - \$28.00**  
**Grade 10 - \$29.00**

**Effective September 1, 2026:**

**Grade 2 - \$22.00**  
**Grade 3 - \$23.00**  
**Grade 4 - \$24.00**  
**Grade 5 - \$25.00**  
**Grade 6 - \$26.00**  
**Grade 7 - \$27.00**  
**Grade 8 - \$28.00**  
**Grade 9 - \$29.00**  
**Grade 10 - \$30.00**

**Effective September 1, 2027:**

**Grade 2 - \$23.00**  
**Grade 3 - \$24.00**  
**Grade 4 - \$25.00**  
**Grade 5 - \$26.00**  
**Grade 6 - \$27.00**  
**Grade 7 - \$28.00**  
**Grade 8 - \$29.00**  
**Grade 9 - \$30.00**  
**Grade 10 - \$31.00**

**Employees will receive at least the yearly percentage wage increase in Section 2 plus any additional raise to meet new minimum for their grade each year.**

**4. Compensation Study Changes –**

- a. Employees will be moved to the Grade recommended by the Compensation Study and will be at least at the minimum of any new grade.
- b. Salary Bands shall be revised to have a 53% spread from minimum to maximum.
- c. Add grades 9 & 10
- d. Replace Exhibit E job matrix with revised job matrix (Attached).

**5. Typing/steno retesting**

Eliminate typing/steno retesting when already qualified (Article IX, 4, n).

When an employee applies for a new position and passes the typing and/or steno tests, such test results shall remain valid for a period of twelve (12) months. In the event an employee applies for two (2) or more positions at the same time, that employee may take the typing and/or steno test(s) for each such position so applied for. **If an employee has already met the threshold for the new position in previous testing, an employee will not be required to retake the typing and/or steno test(s). Tests will be administered during an employee's regular working hours in an environment free of distractions.**

6. **Seniority Bump**- After 10 years in the same Grade, an Employee's wage rate shall be at least 10% above the minimum. After 15 years of service in grade, an Employee's wage rate shall be at least 15% above the grade minimum.
7. **Shift Differential** – Increase shift differential from \$0.35/hr to \$0.95/hr.
8. **OT Allowance** - Increase overtime allowances: lunch from \$5.50 to \$10.00, dinner & transportation from \$11.00 to \$20.00.
9. **Benefit Improvements and Other Healthcare Changes**
  - a. **Please Note: Premiums, Deductibles, and Co-Pays will remain the same as in the current Classified CBA for PPO plan, HMO plan and prescription plan.**
  - b. **Premium Sharing** - Eliminate premium sharing for Personal Choice for full-time employees who earn \$60,000 or below
    - a. **Parental Leave** – – Employees who have been employed on a full-time basis for at least one year may take up to 4 weeks of paid parental leave during the first year of their child's birth or within first year of adoption of child or placement of a foster child. Employee may only take parental leave once per Academic Year (September 1- August 31).
  - c. **Domestic Partner Benefits for Full-Time Employee** - Revision to Fair Practices language
    - A. Neither the Board nor the Federation shall discriminate against any Employee because of race, creed, color, national origin, sex, age, marital status, sexual orientation, **gender** or membership in (or lack thereof) or activities on behalf of the Federation or any other organization or for any other reason, violative of law.
    - B. There shall be no restriction on the employment of more than one (I) member of the same family; provided, however, that no Employee will initiate or participate in any institutional decision involving a direct benefit to a member of his/her their family.

C. When a College employee has a ~~same-sex~~ **domestic** partner who meets the standards for spousal equivalency, the Board shall treat this ~~same-sex~~ **domestic** partner in the same manner as an individual married to a College employee for the purpose of all benefits contractually negotiated. For the purposes of this Agreement, the term "spouse" shall include "spousal equivalent," which term is defined as follows:

(1) An Employee's spousal equivalent is the Employee's sole domestic partner and has a committed relationship, intended to be of indefinite duration, with the Employee; and

(2) An Employee's spousal equivalent ~~is of the same sex as the Employee and~~ is not married to anyone else; and

(3) An Employee's spousal equivalent is at least eighteen (18) years old; and

(4) An Employee's spousal equivalent is not related by blood to the Employee to a degree of closeness which would prohibit legal marriage in the state in which the Employee and the spousal equivalent legally reside; and

(5) An Employee's spousal equivalent resides together with the Employee in the same residence, and both the Employee and the Employee's spousal equivalent intend to do so indefinitely; and

(6) An Employee's spousal equivalent and the Employee are jointly responsible for each other's common welfare and share financial obligations. Joint responsibility for each other's common welfare and shared financial obligations will be demonstrated by the prior existence of three of the following: (a) joint mortgage or lease; (b) designation of an Employee's spousal equivalent as primary beneficiary of the Employee's life insurance; (c) designation of an Employee's spousal equivalent as primary beneficiary of the Employee's retirement contract; (d) designation of an Employee's spousal equivalent as primary beneficiary in Employee's will; (e) durable property and health care powers of attorney vested by the Employee in Employee's spousal equivalent; (f) joint ownership by the Employee and the Employee's spousal equivalent of an automobile, joint bank accounts, or joint credit account.

(7) [DELETED]

d. **Bereavement Leave**- The language of Article XII: Leaves, Section C, Bereavement, is deleted and replaced with the following:

Employee shall be eligible to take up to five (5) consecutive working days of bereavement leave with pay for the death of an Immediate Family Member. Immediate Family Member shall include Spouse/Domestic Partner; Parent/Step-Parent/Parent-In-Law; Child/Step-Child; Sibling/Step-Sibling; Grandparent/Grandchild; or person who is a member of the employee's household as of the date of death, including a person who left the household to go to a nursing home, hospice, or hospital. Employee shall receive one-day bereavement leave for ex-spouse. The College shall consider a written request for the use of non-consecutive bereavement leave days for Immediate Family Members upon written request of the employee which shall not be denied without good reason.

e. **Dental** –

- i. Dependents may stay on dental plan up to the age of 26.
- ii. Sunset low-enrolled Dental plan – United Concordia Dental Plan. (No new enrollees as of date of MOA).

f. **Retirement** – Eliminate 1-year and 2-year probationary periods for retirement match for full-time and part-time Employees.

g. **Post-Retirement Benefits** –

- i. Sunset Keystone 65 plan.
- ii. Coverage for Shingrix vaccine.
- iii. For at least 2 years after retirement, an automatic response email will be added to a retiree's work email that informs anyone who emails them of their new retiree email address.

h. **Long-term disability** - No contributions to 403(b) plan when on long-term disability.

i. **Vision** – Enhanced vision benefits for employees covered by Keystone and current vision benefit for employees covered by Keystone for employees covered by Personal Choice.

j. **Fertility benefit** - Coverage for fertility treatment (both Keystone and Personal Choice plans) with \$7,500 per employee lifetime max.

**10. Health and Safety Committee** (See detailed agreement #5 attached.)

**11. Rights of Federation** –

- a. Grievance investigation time for General Officers (**Article IV. 12**)

The investigation of grievances will normally be conducted during non-working hours. Should it become necessary for such investigation to take place during the work day, **general officers and** the-co-chairperson(s) will be granted the necessary time off provided the affected **general officers and** co-chairperson(s) receive the

approval of his/her supervisor, and such time does not exceed seven and one-half (7 1/2) non-cumulative hours per week total for each **general officer or** co-chairpersons. The approval of the supervisor shall not be unreasonably withheld. In the event that legitimate federation business requires the involvement of the **general officers and/or** co-chairs in excess of seven and one-half (7 1/2) hours per week, every effort will be made to allow the additional time unless operational needs require the officers' presence in their work areas.

b. Federation presence at new employee orientation (Article IV. 17)

17. A representative of the Federation will be granted thirty (30) minutes during all new employee orientation sessions that include Classified Employees. The College will notify the Federation of the dates, times and locations of these meetings.

**12. Anti-racist training.** required once every three years.

**13. Pay Errors.** CCP will not seek repayment of overpayments caused by CCP administrative error through no fault of Employee that are more than one (1) year old.

Unless otherwise noted herein, all provisions of this Memorandum of Agreement ("MOA") shall become effective upon ratification of this MOA by the bargaining unit and the College's Board of Trustees.

[SIGNATURES ON NEXT PAGE]

Faculty and Staff Federation of the Community College of Philadelphia, Local 2026  
of the American Federation of Teachers, AFL-CIO, Classified Bargaining Unit

By : \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Community College of Philadelphia

By: \_\_\_\_\_

President Donald Generals, Ed.D.

Date: \_\_\_\_\_



## **Detailed Agreement #5: Exhibit F, HEALTH AND SAFETY COMMITTEE FUNCTIONS**

### **1. Management Commitment to Workplace Safety and Health**

- Establish procedures for review and management's response to minutes.
- Submit written recommendations for safety/health improvement/changes and response.
- Evaluate employer's safety/health policies and procedures. Respond in writing to safety committee recommendations. Review corrective action taken by Management.

### **2. Committee Meetings and Employee Involvement**

■ **The Health and Safety Committee shall be led by 2 Co-Chairs, one from College Administration appointees and one from Union appointees to the Committee. The College shall appoint the College Administration Co-Chair and the union shall appoint the Union Co-Chair.**

- Establish procedures for **all** employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.
- **Create and monitor a communications system in which all employees can report health and safety issues, including a rapid response system for employees to report imminent danger.**
- Include employee agenda items, via Safety Committee membership, for committee meetings.
- Hold monthly meetings. Keep meeting minutes.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute to management and the safety committee members.
- Include in the meeting minutes all recommendations.

### **3. Hazard Assessment and Control**

- Establish procedures for workplace inspections to identify safety and health hazards.
- Assist the employer in evaluating the accident and illness prevention program. ■ Appoint an inspection team of at least one Union employee representative and one College representative, as necessary.
- Conduct workplace inspections at least quarterly.
- Make a written report of hazards discovered during inspections.
- Make written recommendations for personal protective equipment needs.
- Review corrective measures. Make written recommendation to correct the hazard, and submit it to management for timely response.

### **4. Safety/Health Planning**

- The Health and Safety Committee will review Departmental workplace inspection plans and coordinate their performance on a quarterly basis.

- Develop/establish procedures for an annual review of the College's Health and Safety Committee's effectiveness.
- **Make recommendations for a College policy to respond to poor air quality days.**
- **Make recommendations for a College policy on temperature and noise in classrooms and workspaces on campus.**
- **In the event of a local, state, national, or global health emergency, monitor health emergency safety protocols and form a response team.**

#### 5. Accountability

- Evaluate the College safety and health accountability program.
- Make recommendations to implement supervisor and employee accountability for safety and health.

#### 6. Accident/Incident Investigations

- Establish procedures for reviewing reports completed for all safety incidents, including injury, accidents, illnesses and deaths.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.

#### 7. Safety/Health Training for Committee Members

- Identify and make training accessible on standards and codes applicable to the College.
- Provide specific training on your type of business activity.
- Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- Recommend training for new employees and refresher training on company, department and work location safety practices, procedures and emergency response.
- Management should maintain (and make available to the health and safety committee) records on employee safety training.

**Community College of Philadelphia**

**Resolution – Fiscal Year 2025 -- No. 00**

**Resolution for Approval of Adjunct/ Visiting Lecturer Bargaining Unit Memorandum of Agreement**

**WHEREAS**, the Community College of Philadelphia (the “College”) and the Faculty and Staff Federation of Community College of Philadelphia, Local 2026 (the “Federation”) have reached a Memorandum of Agreement regarding the Adjunct/ Visiting Lecturer Bargaining Unit, which is attached hereto as Exhibit A (“MOA”);

**WHEREAS**, the Federation has informed the College that the Adjunct/ Visiting Lecturer Bargaining Unit has not yet completed the ratification process regarding the MOA;

**NOW THEREFORE**, on this 3<sup>rd</sup> day of April, 2025, the Board of Trustees for the Community College of Philadelphia hereby approves the MOA subject to the Federation’s ratification of the MOA.

Attest:

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

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Donald Generals, Ed.D., President

**EXHIBIT A**

**ADJUNCT/VISITING LECTURER BARGAINING UNIT**  
**MEMORANDUM OF AGREEMENT**  
**Between Community College of Philadelphia and**  
**The Faculty and Staff Federation of Community College of Philadelphia Local 2026**

The Community College of Philadelphia, (“the College”) and the Faculty & Staff Federation of Community College of Philadelphia, Local 2026, American Federation of Teachers, AFL-CIO (the “Federation”), each a party and collectively the parties, agree to amend the terms and conditions of the Adjunct/Visiting Lecturer Bargaining Unit Collective Bargaining Agreement, subject to ratification by the bargaining unit and approval by the College’s Board of Trustees, as follows:

**1. Term - September 1, 2024- August 31, 2028**

**2. Wage Increases - Credit Teaching**

**a. Credit pool rates increase \$150/annually, retroactive to September 1, 2024**

| <b>23-24 rate</b> | <b>24-25</b> | <b>25-26</b> | <b>26-27</b> | <b>27-28</b> |
|-------------------|--------------|--------------|--------------|--------------|
| \$1,671           | \$1,821      | \$1,971      | \$2,121      | \$2,271      |
| \$1,779           | \$1,929      | \$2,079      | \$2,229      | \$2,379      |
| \$1,873           | \$2,023      | \$2,173      | \$2,323      | \$2,473      |
| \$1,956           | \$2,106      | \$2,256      | \$2,405      | \$2,556      |
| \$2,016           | \$2,166      | \$2,316      | \$2,466      | \$2,616      |

**3. Wage Increase- Part-Time Hourly and Credit-Free**

- a. Year 1 (September 1, 2024-August 31, 2025) - 6.5%**
- b. Year 2 (September 1, 2025- August 31, 2026) – 5.5%**
- c. Year 3 (September 1, 2026-August 31, 2027) - 5.0%**
- d. Year 4 (September 1, 2026-August 31, 2028) – 5.0%**

**4. Minimum hourly rate for adjunct work increased from \$20 to \$25 per hour and \$25 to \$50 per hour for orientations and trainings.**

**5. Course Prep Fee for Cancelled Courses – If the College cancels a course which: (1) has previously been assigned to an adjunct and accepted by the adjunct (as confirmed through CCP email between the department chair and adjunct); and (2) such cancellation occurs with less than fourteen (14) calendar days’ notice for Fall or Spring and less than seven (7) days’ notice for Summer I or Summer II to the adjunct which notice shall be provided through their CCP email account; then the College shall pay the adjunct a course prep fee of \$500.00, less applicable taxes and withholdings.**

**6. Benefit Improvements and Other Healthcare Changes**

- a. **Please Note: Premiums, Deductibles, and Co-Pays will remain the same as in current Adjunct/VL CBA for PPO plan, HMO plan and prescription plan.**
- b. **Dental -**
  - i. Dependents may stay on dental plan up to the age of 26.
  - ii. United Concordia Dental Plan will no longer be an option to elect after execution of this MOA.
- c. Other changes to Full-Time Faculty Healthcare Benefits shall apply to Visiting Lecturers.
- d. Vision - Enhanced vision benefits for employees covered by Keystone and current vision benefit for employees covered by Keystone for employees covered by Personal Choice.
- e. Flexible Spending Account – The College will provide the same flexible spending account option offered to full-time employees (2 seniority units = 1 year).
- f. For at least 2 years after retirement, an automatic response email will be added to a retiree's work email that informs anyone who emails them of their new retiree email address.

7. **Health and Safety Committee** - (See detailed agreement #5 attached.)

8. **Domestic Partner Benefits for Full-Time Employees** - Detailed Agreement #1 Revision to Fair Practices language as follows:

A. Neither the Board nor the Federation shall discriminate against any Employee because of race, creed, color, national origin, sex, age, marital status, sexual orientation, **gender** or membership in (or lack thereof) or activities on behalf of the Federation or any other organization or for any other reason, violative of law.

B. There shall be no restriction on the employment of more than one (1) member of the same family; provided, however, that no Employee will initiate or participate in any institutional decision involving a direct benefit to a member of his/her their family.

C. When a College employee has a ~~same-sex~~ **domestic** partner who meets the standards for spousal equivalency, the Board shall treat this ~~same-sex~~ **domestic** partner in the same manner as an individual married to a College employee for the purpose of all benefits contractually negotiated. For the purposes of this Agreement, the term "spouse" shall include "spousal equivalent," which term is defined as follows:

(1) An Employee's spousal equivalent is the Employee's sole domestic partner and has a committed relationship, intended to be of indefinite duration, with the Employee; and

(2) An Employee's spousal equivalent is of the same sex as the Employee and is not married to anyone else; and

(3) An Employee's spousal equivalent is at least eighteen (18) years old; and

(4) An Employee's spousal equivalent is not related by blood to the Employee to a degree of closeness which would prohibit legal marriage in the state in which the Employee and the spousal equivalent legally reside; and

(5) An Employee's spousal equivalent resides together with the Employee in the same residence, and both the Employee and the Employee's spousal equivalent intend to do so indefinitely; and

(6) An Employee's spousal equivalent and the Employee are jointly responsible for each other's common welfare and share financial obligations. Joint responsibility for each other's common welfare and shared financial obligations will be demonstrated by the prior existence of three of the following: (a) joint mortgage or lease; (b) designation of an Employee's spousal equivalent as primary beneficiary of the Employee's life insurance; (c) designation of an Employee's spousal equivalent as primary beneficiary of the Employee's retirement contract; (d) designation of an Employee's spousal equivalent as primary beneficiary in Employee's will; (e) durable property and health care powers of attorney vested by the Employee in Employee's spousal equivalent; (f) joint ownership by the Employee and the Employee's spousal equivalent of an automobile, joint bank accounts, or joint credit account.

(7) [DELETED]

9. **A dedicated space at Main Campus for PT/VLs:** The following language shall be added to Article XIV as Section 15:

The College shall provide a space on the College's main campus and Northeast Regional Center for PT/VL faculty to utilize for meeting with students outside of class, sharing information and engaging in professional development activities. The College shall provide computers, desks and internet access and an area for small group meetings.

10. **Rights of Federation** - Article IV, Section 6, shall be revised to increase total Federation released time pool to twelve (12) sections, with eight (8) free sections and four (4) additional sections available for the Federation to purchase.

11. **Pay Errors.** CCP will not seek repayment of overpayments caused by CCP administrative error through no fault of Employee that are more than one (1) year old.

12. **Appointment Letters.** Appointment letters will be sent electronically to all faculty assigned courses and/or hourly work each semester with seniority pool, pay rate, pay periods, and dates of employment. Appointment letters will include a disclaimer that the assignment and/or hourly work is subject to change.

13. **Service Award.** Service Award recognition of PT/VLs in Pool VI or higher (20 seniority points or more).

**14. Anti-racist training** required once every three years – Two-hour course for \$100.00.

Unless otherwise noted herein, all provisions of this Memorandum of Agreement (“MOA”) shall become effective upon ratification of this MOA by the bargaining unit and the College’s Board of Trustees.

Faculty and Staff Federation of the Community College of Philadelphia, Local 2026  
of the American Federation of Teachers, AFL-CIO, Classified Bargaining Unit

By : \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Community College of Philadelphia

By: \_\_\_\_\_

President Donald Generals, Ed.D.

Date: \_\_\_\_\_



## **Detailed Agreement #5: Exhibit F, HEALTH AND SAFETY COMMITTEE FUNCTIONS**

### **1. Management Commitment to Workplace Safety and Health**

- Establish procedures for review and management's response to minutes.
- Submit written recommendations for safety/health improvement/changes and response.
- Evaluate employer's safety/health policies and procedures. Respond in writing to safety committee recommendations. Review corrective action taken by Management.

### **2. Committee Meetings and Employee Involvement**

■ **The Health and Safety Committee shall be led by 2 Co-Chairs, one from College Administration appointees and one from Union appointees to the Committee. The College shall appoint the College Administration Co-Chair and the union shall appoint the Union Co-Chair.**

- Establish procedures for **all** employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.
- **Create and monitor a communications system in which all employees can report health and safety issues, including a rapid response system for employees to report imminent danger.**
- Include employee agenda items, via Safety Committee membership, for committee meetings.
- Hold monthly meetings. Keep meeting minutes.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute to management and the safety committee members.
- Include in the meeting minutes all recommendations.

### **3. Hazard Assessment and Control**

- Establish procedures for workplace inspections to identify safety and health hazards.
- Assist the employer in evaluating the accident and illness prevention program. ■ Appoint an inspection team of at least one Union employee representative and one College representative, as necessary.
- Conduct workplace inspections at least quarterly.
- Make a written report of hazards discovered during inspections.
- Make written recommendations for personal protective equipment needs.
- Review corrective measures. Make written recommendation to correct the hazard, and submit it to management for timely response.

### **4. Safety/Health Planning**

- The Health and Safety Committee will review Departmental workplace inspection plans and coordinate their performance on a quarterly basis.

- Develop/establish procedures for an annual review of the College's Health and Safety Committee's effectiveness.
- **Make recommendations for a College policy to respond to poor air quality days.**
- **Make recommendations for a College policy on temperature and noise in classrooms and workspaces on campus.**
- **In the event of a local, state, national, or global health emergency, monitor health emergency safety protocols and form a response team.**

## 5. Accountability

- Evaluate the College safety and health accountability program.
- Make recommendations to implement supervisor and employee accountability for safety and health.

## 6. Accident/Incident Investigations

- Establish procedures for reviewing reports completed for all safety incidents, including injury, accidents, illnesses and deaths.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.

## 7. Safety/Health Training for Committee Members

- Identify and make training accessible on standards and codes applicable to the College.
- Provide specific training on your type of business activity.
- Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- Recommend training for new employees and refresher training on company, department and work location safety practices, procedures and emergency response.
- Management should maintain (and make available to the health and safety committee) records on employee safety training.

**Community College of Philadelphia**

**Resolution – Fiscal Year 2025 -- No. 00**

**Resolution for Approval of Full-Time Faculty Bargaining Unit Memorandum of Agreement**

**WHEREAS**, the Community College of Philadelphia (the “College”) and the Faculty and Staff Federation of Community College of Philadelphia, Local 2026 (the “Federation”) have reached a Memorandum of Agreement regarding the Full-Time Faculty Bargaining Unit, which is attached hereto as Exhibit A (“MOA”);

**WHEREAS**, the Federation has informed the College that the Full-Time Faculty Bargaining Unit has not yet completed the ratification process regarding the MOA;

**NOW THEREFORE**, on this 3<sup>rd</sup> day of April, 2025, the Board of Trustees for the Community College of Philadelphia hereby approves the MOA subject to the Federation’s ratification of the MOA.

Attest:

---

Harold T. Epps, Chair

---

Ajeenah Amir, Secretary

---

Donald Generals, Ed.D., President

**EXHIBIT A**

**FULL-TIME FACULTY BARGAINING UNIT MEMORANDUM OF AGREEMENT**  
**Between Community College of Philadelphia and**  
**The Faculty and Staff Federation of Community College of Philadelphia Local 2026**

The Community College of Philadelphia, (“the College”) and the Faculty & Staff Federation of Community College of Philadelphia, Local 2026, American Federation of Teachers, AFL-CIO (the “Federation”), each a party and collectively the parties, agree to amend the terms and conditions of the Full-Time Faculty Bargaining Unit Collective Bargaining Agreement, subject to ratification by the bargaining unit and approval by the College’s Board of Trustees, as follows:

1. **Term** - September 1, 2024- August 31, 2028
2. **Wage Increases**
  - a. Year 1 (September 1, 2024-August 31, 2025) - 6.5%
  - b. Year 2 (September 1, 2025- August 31, 2026) – 5.5%
  - c. Year 3 (September 1, 2026-August 31, 2027) - 5.0%
  - d. Year 4 (September 1, 2027-August 31, 2028) – 5.0%
3. **Remove Subtraction Table**
  - a. Remove subtraction table from initial salary step schedule (Exhibit “C”, Section 1(B), Initial Step and Salary) and modify the language of is modified as follows:  
For the purpose of step determination, experience prior to 9/1/2001 is conflated 3:1 (years: steps) and experience after 9/1/2001 is credited 1:1. ~~In addition, a number of credited steps will be subtracted depending on the year for which an Employee is hired as follows, to be calculated on line 6 and line 19 on the Step Placement worksheet included below as part of this Exhibit “C.”~~
4. **Benefit Improvements and Other Healthcare Changes**
  - a. **Premium contributions, Deductibles, and Co-Pays will remain the same as in current FTF CBA for PPO plan, HMO plan and prescription plan.**
  - b. **Parental Leave** – Employees who have been employed on a full-time basis for at least one year may take up to 4 weeks of paid parental leave during the first year of their child’s birth or within first year of adoption of child or placement of a foster child. Employee may only take parental leave once per Academic Year (September 1- August 31).
  - c. **Premium Sharing** - Eliminate premium sharing for Personal Choice for full-time employees who earn \$60,000 or below.
  - d. **Domestic Partner Benefits for Full-Time Employees** - Revision to Fair Practices language as follows:
    - A. Neither the Board nor the Federation shall discriminate against any Employee because of race, creed, color, national origin, sex, age, marital status,

sexual orientation, **gender** or membership in (or lack thereof) or activities on behalf of the Federation or any other organization or for any other reason, violative of law.

B. There shall be no restriction on the employment of more than one (1) member of the same family; provided, however, that no Employee will initiate or participate in any institutional decision involving a direct benefit to a member of his/her their family.

C. When a College employee has a ~~same-sex~~ **domestic** partner who meets the standards for spousal equivalency, the Board shall treat this ~~same-sex~~ **domestic** partner in the same manner as an individual married to a College employee for the purpose of all benefits contractually negotiated. For the purposes of this Agreement, the term "spouse" shall include "spousal equivalent," which term is defined as follows:

(1) An Employee's spousal equivalent is the Employee's sole domestic partner and has a committed relationship, intended to be of indefinite duration, with the Employee; and

(2) An Employee's spousal equivalent ~~is of the same sex as the Employee and~~ is not married to anyone else; and

(3) An Employee's spousal equivalent is at least eighteen (18) years old; and

(4) An Employee's spousal equivalent is not related by blood to the Employee to a degree of closeness which would prohibit legal marriage in the state in which the Employee and the spousal equivalent legally reside; and

(5) An Employee's spousal equivalent resides together with the Employee in the same residence, and both the Employee and the Employee's spousal equivalent intend to do so indefinitely; and

(6) An Employee's spousal equivalent and the Employee are jointly responsible for each other's common welfare and share financial obligations. Joint responsibility for each other's common welfare and shared financial obligations will be demonstrated by the prior existence of three of the following: (a) joint mortgage or lease; (b) designation of an Employee's spousal equivalent as primary beneficiary of the Employee's life insurance; (c) designation of an Employee's spousal equivalent as primary beneficiary of the Employee's retirement contract; (d) designation of an Employee's spousal equivalent as primary beneficiary in Employee's will; (e) durable property and health care powers of attorney vested by the Employee in Employee's

spousal equivalent; (f) joint ownership by the Employee and the Employee's spousal equivalent of an automobile, joint bank accounts, or joint credit account.

(7) [DELETED]

- e. **Sick Leave** - The following language is added to Article XII: Leaves, Section A, Childcare:

For 12 month Faculty, the College shall allow use of four (4) sick days a year for dependent care, except during restricted periods and provided that personal days are exhausted.

- f. **Bereavement Leave**- The language of Article XII: Leaves, Section C, Bereavement, is deleted and replaced with the following:

Employee shall be eligible to take up to five (5) consecutive working days of bereavement leave with pay for the death of an Immediate Family Member.

Immediate Family Member shall include Spouse/Domestic Partner; Parent/Step-Parent/Parent-In-Law; Child/Step-Child; Sibling/Step-Sibling;

Grandparent/Grandchild; or person who is a member of the employee's household as of the date of death, including a person who left the household to go to a nursing home, hospice, or hospital. Employee shall receive one-day bereavement leave for ex-spouse. The College shall consider a written request for the use of non-consecutive bereavement leave days for Immediate Family Members upon written request of the employee which shall not be denied without good reason.

- g. **Dental** –

- i. Dependents may stay on dental plan up to the age of 26.
- ii. Sunset low-enrolled Dental plan – United Concordia Dental Plan. (No new enrollees as of date of MOA).

- h. **Post-Retirement Benefits** –

- i. Sunset Keystone 65 plan.
- ii. Coverage for Shingrix vaccine.
- iii. For at least 2 years after retirement, an automatic response email will be added to a retiree's work email that informs anyone who emails them of their new retiree email address.

- i. **Long-term disability** - No contributions to 403(b)plan when on long-term disability.

- j. **Vision** – Enhanced vision benefits for employees covered by Keystone and current vision benefit for employees covered by Keystone for employees covered by Personal Choice.

- k. **Fertility benefit** - Coverage for fertility treatment (both Keystone and Personal Choice plans) with \$7,500 per employee lifetime max.

5. **Health and Safety Committee** - (See detailed agreement #5 attached.)

6. **Promotion.** The language of Article VI, Section A(1)(g), Initial Appointments, is revised as follows:

The Department Hiring Committee may be required by the Administration to furnish a list, in its order of priority, of recommended applicants to a total of **three (3) ~~two (2)~~** (at least one [1] of whom shall be a qualified member of the Part- time/Visiting Lecturers' Bargaining Unit **and at least one [1] of whom shall be a qualified Instructional Technologist**) for each position to be filled, provided that there is that number of applicants acceptable to the Department Hiring Committee.

7. **Art. VIII.**

- a. **Ranks.** After achieving tenure, a Full-Time Faculty member can change their selection of any of the three workload options one time beginning their first year as tenured faculty. Faculty who are precluded from selecting the 24 credit/ 30 contact hour course load will only be eligible to select from the 27 credit/ 33 contact hour or 30 credit/ 36 contact hour workloads.
- a. **Ranks V-VIII: Course Load and Class-Size Maxima.** Reducing class sizes from 36 to 32 and from 32 to 28. (See detailed agreement #7(b) attached).
- b. **Section J.** Replace requirement for 6 hours advising per semester with current side agreement that allows Full-Time Faculty a choice between Starfish or 6 hours of Advising. (See detailed agreement #7(c) attached).

8. **Article XXIV.** The following language is added to Article XXIV: Educational Technology and Distance Learning, Section B: "Notwithstanding, the foregoing, faculty may be required to teach remotely, where feasible as determined by the Division, during an emergency College closure."

9. **Curriculum Coordinators in Section H.** In Fall and Spring semesters, Curriculum Coordinators shall have as close to 25% released time of the 30 credit/36 contract hour workload as possible. They shall receive one course released with the balance of 25% of the 30 credit/36 contact hours as extended time (*i.e.* 3.75 credits (3 credit released; and .75 credits extended time). Duties of Curriculum Coordinators shall be periodically updated by their Deans.

10. **Anti-racist training** required once every three (3) years.

11. **Pay Errors.** CCP will not seek repayment of overpayments caused by CCP administrative error through no fault of Employee that are more than one (1) year old.

12. **Modifications to Article XXI: Institutional Participation.** The language of Article XXI, Section B, Initial Appointments, is revised as follows:



For the term of this Agreement, Standing Committees ~~other than the Technology Coordinating Committee (TCC)~~ shall be composed of an equal number of administrators, Employees, and students; ~~the TCC shall be composed of an equal number of administrators and Employees.~~ In all cases, the Employee representatives on Standing Committees shall be designated by the Federation. Standing Committees shall be: Business Affairs Committee, Academic Affairs Committee, Student Affairs Committee and Technology Coordinating Committee. Any changes in the above shall be by mutual agreement.

**13. Job Title Change:** For Rank A and B faculty, change job title to Instructional Technologist.

Unless otherwise noted herein, all provisions of this Memorandum of Agreement (“MOA”) shall become effective upon ratification of this MOA by the bargaining unit and the College’s Board of Trustees.

[SIGNATURES ON NEXT PAGE]

[Type here]

Faculty and Staff Federation of the Community College of Philadelphia, Local 2026  
of the American Federation of Teachers, AFL-CIO, Classified Bargaining Unit

By : \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Community College of Philadelphia

By: \_\_\_\_\_

President Donald Generals, Ed.D.

Date: \_\_\_\_\_

## **Detailed Agreement #5: Exhibit F, HEALTH AND SAFETY COMMITTEE FUNCTIONS**

### **1. Management Commitment to Workplace Safety and Health**

- Establish procedures for review and management's response to minutes.
- Submit written recommendations for safety/health improvement/changes and response.
- Evaluate employer's safety/health policies and procedures. Respond in writing to safety committee recommendations. Review corrective action taken by Management.

### **2. Committee Meetings and Employee Involvement**

■ **The Health and Safety Committee shall be led by 2 Co-Chairs, one from College Administration appointees and one from Union appointees to the Committee. The College shall appoint the College Administration Co-Chair and the union shall appoint the Union Co-Chair.**

- Establish procedures for **all** employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.
- **Create and monitor a communications system in which all employees can report health and safety issues, including a rapid response system for employees to report imminent danger.**
- Include employee agenda items, via Safety Committee membership, for committee meetings.
- Hold monthly meetings. Keep meeting minutes.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute to management and the safety committee members.
- Include in the meeting minutes all recommendations.

### **3. Hazard Assessment and Control**

- Establish procedures for workplace inspections to identify safety and health hazards.
- Assist the employer in evaluating the accident and illness prevention program. ■ Appoint an inspection team of at least one Union employee representative and one College representative, as necessary.
- Conduct workplace inspections at least quarterly.
- Make a written report of hazards discovered during inspections.
- Make written recommendations for personal protective equipment needs.
- Review corrective measures. Make written recommendation to correct the hazard, and submit it to management for timely response.

### **4. Safety/Health Planning**

- The Health and Safety Committee will review Departmental workplace inspection plans and coordinate their performance on a quarterly basis.

- Develop/establish procedures for an annual review of the College's Health and Safety Committee's effectiveness.
- **Make recommendations for a College policy to respond to poor air quality days.**
- **Make recommendations for a College policy on temperature and noise in classrooms and workspaces on campus.**
- **In the event of a local, state, national, or global health emergency, monitor health emergency safety protocols and form a response team.**

#### 5. Accountability

- Evaluate the College safety and health accountability program.
- Make recommendations to implement supervisor and employee accountability for safety and health.

#### 6. Accident/Incident Investigations

- Establish procedures for reviewing reports completed for all safety incidents, including injury, accidents, illnesses and deaths.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.

#### 7. Safety/Health Training for Committee Members

- Identify and make training accessible on standards and codes applicable to the College.
- Provide specific training on your type of business activity.
- Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- Recommend training for new employees and refresher training on company, department and work location safety practices, procedures and emergency response.
- Management should maintain (and make available to the health and safety committee) records on employee safety training.

## Detailed Agreement #7(b): Article VIII, Hours of Work

### ARTICLE VIII HOURS OF WORK

#### A. Ranks V-VIII: Course Load and Class-Size Maxima

All full-time faculty must select a type of contract for the Fall & Spring Semesters (their Academic Year Contract) upon hire in accordance with the workload options outlined below. Once faculty select a workload option, they cannot decrease their workload option for the remainder of their employment with the College. Faculty may increase their workload to a higher workload option with the approval of the Vice President of Academic & Student Success.

(1) (a) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 credit hours, 27 credit hours or 30 credit hours for the academic year, with three (3) contact hours being equal to two (2) credit hours for laboratories. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 27 credit hours or 30 credit hours for the academic year, with three (3) contact hours being equal to two (2) credit hours for laboratories and culinary arts cooking courses.

ARCHITECTURE, DESIGN, AND CONSTRUCTION (ADC)  
APPLIED ENGINEERING & TECHNOLOGY (AET)  
AUTOMOTIVE TECHNOLOGY (AT)  
BIOMEDICAL EQUIPMENT TECHNICIAN (BMET)  
CHEMISTRY (CHEM)  
COMPUTER INFORMATION SYSTEMS (CIS)  
COMPUTER SCIENCE (CSCI)  
CULINARY ARTS (CULA)  
ENGINEERING (ENGR)  
PHYSICS (PHYS)  
SCIENCE, TECHNOLOGY, AND SOCIETY (STS)

In laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of **32** students.

(b) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 credit hours or 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories.

BIOLOGY (BIOL)

In laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of **32** students.

(2) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 credit hours, 27 credit hours or 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories. For all Employees hired in disciplines listed in this section, course load options shall be 27 credit hours

or 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories.

ACCOUNTING (ACCT)  
AMERICAN SIGN LANGUAGE (ASL)  
ANTHROPOLOGY (ANTH)  
ART (excluding studio courses) (ART)  
ASL/ENGLISH INTERPRETING (INT)  
BLACK STUDIES (BLAS)  
BEHAVIORAL HEALTH/HUMAN SERVICES (BHHS)  
BUSINESS LEADERSHIP (BUSL)  
COMPUTER FORENSICS (CF)  
CRIMINAL JUSTICE (CJ)  
DIGITAL FORENSICS (DF)  
COUNSELING (COUN)  
EARTH SCIENCE (EASC)  
ECONOMICS (ECON)  
EDUCATION (ED)<sup>3</sup>  
FASHION MERCHANDISING AND MARKETING (FMM)  
FINANCE (FIN)  
FIRE SCIENCE (FSCI)  
FOUNDATIONAL MATHEMATICS (FNMT)  
1 GENDER STUDIES (GS)  
GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
GEOGRAPHY (GEOG)  
HEALTH (HLTH)  
HISTORY (HIST)  
HUMANITIES (HUM)  
INTERDISCIPLINARY STUDIES (IDS)  
LEADERSHIP (LEAD)  
MANAGEMENT (MNGT)  
MARKETING (MKTG)  
MATHEMATICS (MATH)  
MUSIC (MUS)  
PARALEGAL STUDIES (PLS)  
PHILOSOPHY (PHIL)  
POLITICAL SCIENCE (POLS)

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PSYCHOLOGY  
(PSYC) REAL  
ESTATE (RE)  
RELIGIOUS  
STUDIES (RS)  
SOCIOLOGY (SOC)  
TOURISM AND HOSPITALITY MANAGEMENT (THM)

For the disciplines listed in this section (2), the number of students in a class shall not exceed a maximum of **32** students.

(3) (a) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 30 contact hours or 36 contact hours for the academic year. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load shall be 36 contact hours for the academic year.

ART (STUDIO COURSES AND CERAMICS)

(b) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 30 contact hours, 33 contact hours or 36 contact hours for the academic year. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 33 contact hours or 36 contact hours for the academic year.

PHOTOGRAPHIC IMAGING (PHOT)

(c) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 contact hours, 27 contact hours or 30 contact hours per academic year for those faculty who teach lectures only, or 30 contact hours, 33 contact hours, or 36 contacts per academic year for those faculty who teach a combination of modes (lecture, laboratory, clinical). For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 27 contact hours or 30 contact hours per academic year for those faculty who teach lectures only, or 33 contact hours or 36 contacts per academic year for those faculty who teach a combination of modes (lecture, laboratory, clinical).

ALLIED HEALTH (AH)  
DENTAL HYGIENE  
(DH)  
DIAGNOSTIC MEDICAL  
IMAGING (DMI) NUTRITION  
(NUTR)  
MEDICAL ASSISTING (MA)  
MEDICAL LABORATORY  
TECHNICIAN (MLT) OPHTHALMIC  
(OPH)  
PUBLIC HEALTH (PH) RESPIRATORY CARE TECHNOLOGY (RESP)

The total workload for the year shall be computed as follows:

| All Lecture |  |  |  |
|-------------|--|--|--|
| Workload    | 24 contact hours<br>(all lecture)<br><b>(*Not available<br/>for Employees<br/>hired after<br/>May 1, 2019)</b> | 27 contact hours<br>(all lecture)                  | 30 contact hours (all lecture)               |
| Semester 1  | 12 contact hours<br>(all lecture)  | 15 contact hours<br>(all lecture)                  | 15 contact hours (all lecture)               |
| Semester 2  | 12 contact hours<br>(all lecture)  | 12 contact hours<br>(all lecture)                  | 15 contact hours (all lecture)               |
|             | Receives 24<br>credit/30<br>contact<br>hour salary   | Receives 27<br>credit/33<br>contact<br>hour salary | Receives 30 credit/36 contact hour<br>salary |

or

| Combination of lecture, lab and/or clinical each semester |  |  |   |
|---|--|--|---|
| Workload  | 30 contact<br>hours<br>(combination<br>lecture, lab<br>and/or clinical)<br><b>(*Not<br/>available for<br/>Employees<br/>hired after<br/>May 1, 2019)</b> | 33 contact<br>hours<br>(combination<br>lecture, lab<br>and/or clinical)    | 36 contact hours (combination lecture,<br>lab and/or clinical)    |
| Semester 1  | 15 contact<br>hours<br>(combination<br>of lecture, lab<br>and/or clinical)   | 18 contact<br>hours<br>(combination<br>of lecture, lab<br>and/or clinical) | 18 contact hours (combination of<br>lecture, lab and/or clinical) |
| Semester 2  | 15 contact<br>hours<br>(combination<br>of lecture, lab<br>and/or clinical)   | 15 contact<br>hours<br>(combination<br>of lecture, lab<br>and/or clinical) | 18 contact hours (combination of<br>lecture, lab and/or clinical) |



|  |   |   |   |
|--|---|---|---|
|  | Receives 24 credit/30 contact hour salary | Receives 27 credit/33 contact hour salary | Receives 30 credit/36 contact hour salary |
|--|---|---|---|

or

It is possible to have one semester all lecture and the other semester a combination of lecture, lab and/or clinical.

|            | Lecture only one semester and Lecture, lab and/or clinical combination other semester |  |  |
|------------|---|--|--|
| Workload   | <b>Not available for Employees hired after May 1, 2019</b>                            |  |  |
| Semester 1 | 12 contact hours (all lecture)  | 12 contact hours (all lecture)                                 | 15 contact hours (all lecture)                                 |
| Semester 2 | 15 contact hours (combination of lecture, lab and/or clinical)                        | 18 contact hours (combination of lecture, lab and/or clinical) | 18 contact hours (combination of lecture, lab and/or clinical) |
|            | Receives 24 credit/30 contact hour salary   | Receives 27 credit/33 contact hour salary                      | Receives 30 credit/36 contact hour salary                      |

(d) For Employees in disciplines listed in this section, course load shall be 30 contact hours NURSING (NURS) The total workload for the year shall be computed as follows:

|   |   |
|---|---|
| 30 contact hours                              | Combination of lecture, lab and/or clinical each semester |
| Receives the 24 credit/30 contact hour salary |   |

For those disciplines specified in this paragraph (3) that meet in laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of **32** students. In any event, where team teaching had been utilized in the past, it may continue and with respect thereto, the aforesaid maxima shall not apply.

(4) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 credit hours, 27 credit hours or 30 credit hours for the academic year. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 27 credit hours or 30 credit hours for the academic year.

ENGLISH  
(ENGL) WORLD  
LANGUAGES

For these disciplines, the number of students in a class shall not exceed **28** students, (as more fully specified as to world languages in Exhibit “A” to the Letter of Agreement, attached hereto and made a part hereof), except that for English 101, 109, 125, the maximum number shall be 23 and for English 102, 104, 108, 112, 114, 115, 116, 120, 131, 132, 135, 136, 137, 142, 205 and 210, the maximum number shall be 25. For English 141, the maximum number shall be 20. In Humanities courses, the maximum number of students shall be **28**.

(5) In developmental and remedial courses, the number of students in a class shall not exceed 20.

(6) In Counseling 101, the maximum number of students shall be 23.

(7) Class-size maxima as determined for normal academic year loading shall prevail for courses and sections taught by part-time teachers, through overload and summer teaching, and in offerings of the Division of Adult and Community Education and Corporate Solutions or their successors in function; provided, however, that this paragraph shall not apply to credit-free offerings of the Division of Adult and Community Education and Corporate Solutions or their successors in function.

(8) (a) Exceptions to the above maxima are allowable to permit:

(i) Innovative educational experimentation, and/or

(ii) To provide for educationally exceptional experiences.

(b) Anything herein to the contrary notwithstanding, with respect to television courses given by bargaining unit members, a sub-committee composed of three (3) individuals designated by the College and three

(3) individuals designated by the Federation shall be formed forthwith following ratification of the Labor Agreement. In addition, an individual mutually agreed upon by the parties hereto shall serve on the committee and shall be its Chairperson.

The committee shall meet and discuss the program and advise the respective bargaining teams of the College and the Federation regarding the committee members’ thinking on such matters as credit for load (and whether work pertaining to the program should be done in load or as an overload), class size considerations, course design, course materials and the like. Also, the committee shall be free to utilize such resource people and data as is deemed appropriate.

The College and the Federation shall be bound by the final, complete recommendation of a majority of the committee. Until such recommendation or arbitration award is issued, the program shall be considered experimental.

Anything herein to the contrary notwithstanding, television courses shall be considered a form of Distance Learning.

(9) Class-size maxima shall be calculated as of the date on which drop-and-add ends in each session or academic year semester.

(10) An Employee shall be assigned no more than three (3) preparations per semester provided, however, that a first-year teacher shall have no more than two (2) preparations for his/her first semester at the College unless such a schedule is administratively impossible and provided, further, that for Employees teaching English and Foreign Languages the maximum number of preparations shall be two (2) per semester unless the Employee requests additional preparations.

(11) Each teaching Employee shall maintain a minimum of six (6) office hours per week except for office hours for those teaching in the Allied Health Programs, which shall be a minimum of five (5) per week. Office hours for each such Employee shall be held on at least three (3) separate workdays and shall be posted not later than one (1) calendar week after the beginning of classes in a location immediately outside the Employee's office.

(12) Disciplines added to the offerings of the College during the period of this Agreement shall be placed within that section among sections 1 through 4 with which they are most similar in consultation with the Federation and on the basis of the facts.

(13) Any team teaching requires College's prior approval and its prior agreement as to allocations of course load credit.

(14) **The Department Head may request, and faculty members may volunteer to instruct up to an additional four (4) student(s) above the class maximum in any course that has a 32 or 28 student maximum. The College shall not take any adverse action against a faculty member based upon their decision to volunteer or not to volunteer to instruct additional students.**

[Type here]

### **Detailed Agreement #7(c): Article VIII, Section J**

Full-Time Faculty may elect to complete the Starfish Progress Surveys at the 20% and 50% points of the semester for all students in all of their classes; provided however, that there are no 50% Starfish Progress Surveys for 7-week terms and as such no 50% Starfish Progress Surveys are required to be completed for any 7-week courses assigned to faculty. The Starfish Progress Surveys require faculty to make entries for students as to whether they are progressing well (i.e. a "kudo" can be raised) or if there are concerns, then various "flags" may be raised with additional comments.

Full-time Faculty who complete the Starfish Progress Surveys will not be required to complete their 6 hours of advising requirement for that semester.

COMMUNITY COLLEGE OF PHILADELPHIA  
Meeting of the Board of Trustees  
Thursday, April 3, 2025 - 2:30 p.m.  
Northeast Regional Center  
12901 Townsend Road, Community Room 124/Hybrid  
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Epps, presiding: Ms. Ajeenah Amir, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Timothy Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Sheila Ireland, Dr. Carol Jenkins, Pastor Jonathan Mason, Ms. Rosalyn McPherson, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Donald Generals, Ms. Josephine Di Gregorio, Mr. Eapen, Dr. David Thomas, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Dr. Alycia Marshall, Ms. Carolyn Flynn, Dr. Ellyn Jo Waller, and Dr. Judy Gay

(1) Executive Session I

(2) Meeting Called to Order

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

(3) Public Comment

A number of individuals provided public comments:

(4) Report of the President

(a) Executive Orders

The Board was provided with an update of the executive orders. The College is closely monitoring each executive order and the possible impact on the College.

(b) Enrollment

The Board was provided with an update on enrollment. He stated that enrollment for spring, summer I, and summer II.

The College was named a 2025-2026 Military Friendly School.

(c) Update on Cheyney Project

The Board was informed that the agreement with Cheyney University has been executed and that the program will be housed in the Center for Business and Industry. The project is a collaboration with Cheyney University, the College, and the School District of Philadelphia to provide a public opportunity to earn a four-year degree.

(d) Pennsylvania Commission for Community Colleges  
Annual Meeting

The Pennsylvania Commission for Community College Annual meeting is scheduled for April 8, 2025. The meeting will be devoted to a discussion of budgetary items.

(e) College Budget Hearing

The College's budget hearing before City Council is scheduled for Tuesday, April 29, 2025, at 1:30 p.m. in City Hall Council Chambers, Room 400.

(f) Commencement

The College's Commencement ceremony is scheduled for Saturday, May 3, 2025, at 10:00 a.m. at Temple Liacouras Center. There is potential that the College may have 2,500 graduates for this year's Commencement.

(g) Foundation Report

The Board was provided with a summary of public/governmental and private/philanthropic fundraising for the period of July 1, 2024 Through February 28, 2025.

The Black & Gold Gala invitations have been mailed. To date, over \$254,154 in sponsorships has been raised for the Gala.

The Board was provided with a summary of funds raised by the Foundation and the Institutional Advancement department since FY19, and that annual giving is up 45% year-to-date.

Events

The Second Annual Women's History Month Panel and Lunch event which was held on March 27, 2025, supports the Women's Empowerment Fund. Nearly 100 guests attended the inspiring event.

The Meet and Greet Luncheon will be held for scholarship students and donors on April 17, 2025. The Scholarship Impact reports were mailed to donors.

The Annual Nursing Scholarship Luncheon will be held on April 30, 2025.

The Alumni Association is also hosting its Third Annual Spring Alumni Reception on May 7, 2025, in the Absalom Jones Courtyard.

### Giving and Getting

The friendly competition between the boards continues. As of April 2, 2025, 39% of the Foundation Board of Directors and 67% of the College Board of Trustees have made a gift this fiscal year.

#### (5) Student Outcomes Committee

The Student Outcomes Committee met on March 13, 2025. The Committee discussed experiential learning opportunities that help students learn skills through work experiences. The Committee discussed two partnerships, namely Saxbys and the Liberal Arts department. The Committee also discussed the status of the Strategic Plan.

#### (6) Business Affairs Committee

The Business Affairs Committee met on March 19, 2025. The items that were approved by the Business Affairs Committee are part of the Consent Agenda.

#### (7) Report of the Audit Committee

The Audit Committee met on March 24, 2025. The College received a clean audit with no audit findings.

##### (a) 2023-2024 Uniform Guidance Report

The Board accepted the 2024-2024 Uniform Guidance Report.

##### (b) Grant Thornton Contract Extension

The Board approved the extension of the contract for Grant Thornton.

(8) Policy Working Group

The Policy Work Group met on March 14 and April 2, 2025. The Working Group discussed proposed revisions to the Solicitation at the College Policy (#158), and a proposal for a new policy on Political Activity. Recommendations will be made by the Policy Working Group to the Executive Committee at their next meeting.

(9) Labor Agreements Approval – Subject to Federation Ratification

On behalf of the Board of Trustees, Mr. Epps stated that the Board was very glad that the College has reached tentative agreements with the Faculty and Staff Federation for the Full-Time Faculty, Classified, and Part-Time Visiting Lecturer bargaining units. Mr. Epps stated that the Board is grateful for the hard work and collaboration that has brought us to this point where the Board of Trustees will be voting on the approval of the Memorandums of Agreement, subject to the ratification of each of the agreements by the Federation. Mr. Epps stated that the Board will be voting on the agreements separately .

(a) Classified Resolution

The Board approved the Resolution for the Memorandum of Agreement with the Classified Unit.

(b) Part-Time Visiting Lecturer Resolution

The Board approved the Resolution for the Memorandum of Agreement with the Part-time Visiting Lecturer Unit.

(c) Full-Time Faculty Resolution

The Board approved the Resolution for the Memorandum of Agreement with the Full-time Faculty Unit.

The MOAs will be signed at the time of ratification by the Faculty and Staff Federation.

(10) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions, Meeting of March 13, 2025
- (b) Grants and Gifts
- (c) NERC Lower Roof Replacement Award to Garland/DBS, Inc.
- (d) Cisco Switch Replacement Lease Award to Iron Bow
- (e) Mannequins for the Healthcare Simulation Laboratory Award to Guamard



- (f) PCL Trainers and Processors for AAS Degree in Electrical Engineering Award to TecQuipment
- (g) Intelligent Video Solutions Audio Video Package Award for the Healthcare Simulation Laboratory
- (h) Digital Press Award to Xerox
- (i) Construction for Enrollment Center Project Award to Hyde Electrical Corporation, Wayman Fire Protection, Torino Construction, and Tricon Corporation
- (j) Renewal of Contract with SP+ and Main Parking Garage
- (k) Contract Award to PT Mechanical for HVAC Installation
- (l) Welding Equipment Acquisitions from FumeDog, Silicon, and Airgas
- (m) Inspection Equipment Acquisition from Evident, Sonatest, Trident Welding and Hocker Inc.
- (n) Support Materials Acquisition from Triangle Engineering and Linde

(11) Report of the Chair

(a) Commencement Ceremony

The Commencement Ceremony is scheduled for Saturday, May 3, 2025 at Temple Liacouras Center. Members of the Board are requested to be at the Liacouras Center no later than 9:15 a.m. Robing will take place in the Courtside Club.

(b) Board Representation at Year-End Events

Board representation was needed at the following two events:

Academic Awards Ceremony scheduled on Monday, April 21, 2025 at 3:00 p.m. in the Winnet Building, Great Hall, S2-19.

Nurses Pinning Ceremony, scheduled for Friday, May 2, 2025, at 10:00 a.m. in the College Gymnasium.

Ms. Jenkins will represent the Board at the Academic Awards Ceremony, and Mr. Michael Cooper will represent the Board at the Nurses Pinning Ceremony.

Ms. Fulmore-Townsend will represent the Board at the Catto Graduation scheduled for Monday, April 28, 2025, at 2:00 p.m. in the Winnet Building, Great Hall, S2-19.

(c) Nominating Committee

The Board was informed regarding Nominating Process for Board Officers. The Nominating Committee will consist of Mr. Clancy and Representative Cephas.

(12) President's Contract

Action on the President's Contract was due to take place at the meeting. However, additional discussions must take place and therefore the issue will be tabled. A special meeting of the Board of Trustees will take place in April in accordance with the Sunshine law and the Board of Trustees Bylaws.

The Board approved the motion to table the President's Contract.

(13) Old Business

There was no old business discussed.

(14) New Business

There was no new business discussed.

(15) Next Meeting.

The next meeting of the Board of Trustees is scheduled for Thursday, May 1, 2025 at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1/hybrid.

The meeting adjourned at 5:00 p.m.

The Board reconvened in Executive Session to discuss personnel matters.

COMMUNITY COLLEGE OF PHILADELPHIA  
Virtual Special Meeting of the Board of Trustees  
Thursday, April 10, 2025- 8:00 a.m.

Present: Mr. Harold T. Epps, presiding: Ms. Ajeenah Amir, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Timothy Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Sheila Ireland, Ms. Carol Jenkins, Mr. Jonathan Mason, Ms. Rosalyn McPherson, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Shannon Rooney, Ms. Josephine Di Gregorio, Dr. David Thomas, Mr. Jacob Eapen, Dr. Alycia Marshall, Dr. Mellissia Zanjani, Ms. Carolyn Flynn, Dr. Ellyn Jo Waller, and Dr. Judy Gay

(1) Executive Session

(2) Special Meeting Called to Order

Mr. Epps called the Special meeting of the Board of Trustees to order. He stated that the Executive Session was devoted to a discussion of personnel matters.

(3) Public Comment

Mr. Epps asked Ms. Flynn whether there were any requests for Public Comment. Ms. Flynn stated that 28 requests for public comment have been received. Ms. Flynn stated that the time of two minutes will be given to each presenter.

The following individuals provided a public comment.

- Andrea-Lawful Sanders, Executive Committee member of the College's Foundation, asked the Board for a little of transparency. She stated that she had heard rumors. Ms. Lawful Sanders stated that she was concerned regarding the non-renewal of Dr. Generals' contract. Ms. Lawful Sanders stated that she was aware of Dr. Generals' work and his many accomplishments as president of the College. Ms. Lawful-Sanders asked why is it an issue? What is going on here?
- Iris Brunson, a member of the community, advocated that Dr. Generals' contract is renewed. She stated that she was a lifelong citizen of Philadelphia and did not attend Community College of Philadelphia. She stated that under Dr. Generals' leadership, the College excelled especially among young people. Ms. Brunson stated that the College is an option which gives young people hope. She stated that she did not want the visionary leadership to stop. She stated that Community College of Philadelphia improves the lives of Philadelphians.

- Lorraine Ballard-Morrill, Director of News and Community Affairs for iHeartMedia, stated that she wanted to echo what Andrea Lawful Sanders said. She stated that she has been involved with the College for decades. She stated that Dr. Generals was a transformational leader who opened the engines of equity and innovation and social change. Ms. Ballard-Morrill stated that Dr. Generals' legacy at CCP is one of hope, access and excellence. He is a servant leader. He built bridges where there were once barriers. He was a true leader for the College with integrity and innovation. He changed countless lives and Philadelphia is more just and educated since Dr. Generals came to the College. Ms. Ballard-Morrill stated that she wants greater clarity and justifications. She stated that she was very concerned why his contract was not being renewed.
- Charmaine Braxton, alumna, stated that she graduated from the College in the Nursing program in the 1980's. She stated that the work that the College does is essential to the youth and important for the health system. Ms. Braxton stated that she is in favor of Dr. Generals continuing his work. Please do not cancel his contract.

Mr. Epps thanked all the presenters for their public comments.

(4) President's Contract

Mr. Epps stated that the President's contract was tabled at the April 3, 2025 Board of Trustees meeting. He asked for a motion from the Board to non-renew Dr. Donald Guy Generals' employment contract with the College, which expires on June 30, 2025.

Ms. Ireland moved, with Ms. Fulmore-Townsend seconding, that the Board approve to not renew the President's contract which expires on June 30, 2025. The motion carried unanimously.

(5) Modification to Term and Condition of President's Employment

Mr. Epps asked the Board for a motion to place Dr. Generals on paid administrative leave effective immediately and for the remainder of his employment contract, which expires on June 30, 2025.

Ms. Posoff moved, with Ms. Amir seconding, that the Board approve placing Dr. Generals on paid administrative leave effective immediately and for the remainder of his employment contract, which expires on June 30, 2025. The motion carried unanimously.

(6) Adjourn

The meeting adjourned at 9:00 a.m.

COMMUNITY COLLEGE OF PHILADELPHIA  
Virtual Special Meeting of the Board of Trustees  
Thursday, April 10, 2025- 8:00 a.m.  
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Harold T. Epps, presiding: Ms. Ajeenah Amir, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Timothy Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Sheila Ireland, Ms. Carol Jenkins, Mr. Jonathan Mason, Ms. Rosalyn McPherson, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Shannon Rooney, Ms. Josephine Di Gregorio, Dr. David Thomas, Mr. Jacob Eapen, Dr. Alycia Marshall, Dr. Mellissia Zanjani, Ms. Carolyn Flynn, Dr. Ellyn Jo Waller, and Dr. Judy Gay

(1) Executive Session

(2) Special Meeting Called to Order

The Special meeting of the Board of Trustees was called to order. The Executive Session was devoted to a discussion of personnel matters.

(3) Public Comment

A number of individuals provided public comments.

(4) President's Contract

The Board approved not to renew the President's contract which expires on June 30, 2025.

(5) Modification to Term and Condition of President's Employment

The Board approved placing Dr. Generals on paid administrative leave effective immediately and for the remainder of his employment contract, which expires on June 30, 2025.

(6) Adjourn

The meeting adjourned at 9:00 a.m.

COMMUNITY COLLEGE OF PHILADELPHIA  
Special Meeting of the Board of Trustees  
Monday, April 28, 2025 – 9:00 a.m.  
Isadore A. Shrager Boardroom, M2-1/Hybrid

Present: Harold T. Epps, Chair: Ms. Ajeenah Amir, Representative Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Timothy Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Sheila Ireland, Ms. Carol Jenkins, Pastor Jonathan Mason, Rosalyn McPherson, Ms. Mindy Posoff, Mr. Jeremiah White, Mr. Jacob Eapen, Dr. Shannon Rooney, Ms. Carolyn Flynn, Ms. Josephine Di Gregorio, and Dr. Mellissia Zanjani

(1) Special Meeting Called to Order

Mr. Epps stated that the goal for this Special Meeting is for the Board of Trustees to make a decision regarding the appointment of an Interim President.

(2) Public Comment

Mr. Epps asked if there were any requests for Public Comment. Ms. Flynn stated that there were no requests for public comment.

(3) Appointment of Interim President

At the request of Mr. Epps, Ms. Ireland stated that on behalf of the working group who participated in the interview process, she was strongly recommending that Dr. Alycia Marshall be appointed Interim President of Community College of Philadelphia. She so moved, with Ms. McPherson seconding, that the Board approve the appointment of Dr. Alycia Marshall as Interim President. The motion carried unanimously.

On behalf of the Board of Trustees, Mr. Epps congratulated Dr. Marshall on her appointment. He asked that members of the Cabinet and Extended Cabinet to give their full support to Dr. Marshall to carry forward the work for the students, the College, and the City of Philadelphia. Mr. Epps again congratulated Dr. Marshall and stated that she has the full support of the Board of Trustees

(4) Resolution of Officer Designated to Sign Contracts with the Pennsylvania Department of Education

Ms. Flynn read the first paragraph of the Resolution (**Attachment A**) for Officer designated to sign contracts with the Pennsylvania Department of Education. She stated Dr. Marshall's name will be added to the Resolution as the Interim President. She referred the

Board to review Attachment A regarding the remainder of the language in the Resolution, which includes electronic signature consents.

Ms. Ireland moved, with Representative Cephas seconding, that the Board approve the Resolution. The motion carried unanimously.

(5) Resolution for Officers Designated to Sign Contracts with the City of Philadelphia

Ms. Flynn read the Resolution (**Attachment B**) for Officers Designated to Sign Contracts with the City of Philadelphia.

Mr. Cooper moved, with Ms. Ireland seconding, that the Board approve the Resolution. The motion carried unanimously.

(6) Ratification of April 10, 2025 Personnel Action Regarding Paid Administrative Leave

Ms. Flynn read agenda item number 6 regarding the ratification of the April 10, 2025 personnel action regarding paid administrative leave for Dr. Generals.

Mr. Epps asked for a ratification of the April 10, 2025 personnel action regarding paid administrative leave.

Ms. Posoff moved, with Ms. Ireland seconding, that the Board ratify the April 10, 2025 action regarding paid administrative leave for Dr. Generals. The motion carried unanimously.

(7) Adjourn

The meeting adjourned at 9:05 a.m.

The Board reconvened in Executive Session to discuss personnel and litigation matters.

## ATTACHMENT A

### Community College of Philadelphia

#### Resolution for Officer Designated to Sign Contracts with the Pennsylvania Department of Education

BE IT RESOLVED, by authority of the Board of Trustees of the Community College of Philadelphia, and it is hereby resolved by authority of the same, that Dr. Alycia Marshall, who is the Interim President of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Board of Trustees to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST

*(individual receiving signatory authority may not attest on behalf of himself/herself)*

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Signature (President/Chair or Vice-President/Chair)

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Signature (Treasurer or Secretary)



\_\_\_\_\_  
Print/type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print/type Name

\_\_\_\_\_  
Title

**TO BE EXECUTED BY SECRETARY OF THE GOVERNING BODY:**

I, \_\_\_\_\_, Secretary, of \_\_\_\_\_, do certify that the foregoing  
is a true and correct copy of the Resolution adopted at a regular meeting of the  
\_\_\_\_\_, held the \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature (Secretary)

\_\_\_\_\_  
Print/type Name

\_\_\_\_\_  
Title

**TO BE EXECUTED BY AUTHORIZED SIGNATORY:**

As the person authorized to sign on behalf of the above named body, I agree that I shall not  
provide any other person with my e-grants password or otherwise authorize any other  
individual to affix my electronic signature to any agreement with the Department.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature (authorized signatory)

\_\_\_\_\_  
Print/type Name

\_\_\_\_\_  
Title

## ATTACHMENT B

### Community College of Philadelphia

#### Resolution for Officers Designated to Sign Contracts with the City of Philadelphia

On this 28<sup>th</sup> day of April, 2025, the Board of Trustees for Community College of Philadelphia hereby resolves that the following individuals are authorized to sign contracts with the City of Philadelphia ("the City") on behalf of the Community College of Philadelphia ("the College"):

Dr. Alycia Marshall, Interim President

Jacob Eapen, Vice President of Business & Finance & Treasurer

The College will promptly notify the City if there are any changes to this Resolution or the names of the Officers authorized to sign contracts with the City. The Board of Trustees hereby certifies that this Resolution was approved by a majority vote of the College's Board of Trustees in accordance with the College's Bylaws.

Attest:

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

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Jacob Eapen, Treasurer

**Community College of Philadelphia Meeting of the Board of Trustees**  
**Office of College Institutional Advancement and Foundation**  
**Record of Grants and Gifts FY25 as of 3/31/25 (*Trustees Meeting: May 1, 2025*)**

**Summary by Source:**

|                                      | FY2025  |   | FY2024                                  | FY2025 and FY2024      |
|--------------------------------------|---|---|---|------------------------|
| Held by College                      | <i>since last report<br/>3/1/25 - 3/31/25</i> | Fiscal Year To Date<br>7/1/24 - 3/31/25 | Fiscal Year To Date<br>7/1/23 - 3/31/24 | Variance<br>7/1 - 3/31 |
| Federal                              | \$ -  | \$ 4,044,954                            | \$ 1,284,969                            | \$ 2,759,985           |
| State                                | \$ -  | \$ -                                    | \$ 11,600                               | \$ (11,600)            |
| Local / City                         | \$ -  | \$ 329,143                              | \$ 16,928                               | \$ 312,215             |
| <b>Total</b>                         | <b>\$ -</b>                                   | <b>\$ 4,374,097</b>                     | <b>\$ 1,313,497</b>                     | <b>\$ 3,060,600</b>    |
| Held by Foundation<br>(Cash-in-Hand) | <i>since last report<br/>3/1/25 - 3/31/25</i> | Fiscal Year To Date<br>7/1/24 - 3/31/25 | Fiscal Year To Date<br>7/1/23 - 3/31/24 | Variance<br>7/1 - 3/31 |
| Corporation                          | \$ 13,525                                     | \$ 311,525                              | \$ 295,585                              | \$ 15,940              |
| Foundation                           | \$ 168,194                                    | \$ 1,904,754                            | \$ 2,164,481                            | \$ (259,727)           |
| Individual                           | \$ 28,901                                     | \$ 485,262                              | \$ 324,777                              | \$ 160,486             |
| Organization                         | \$ 147,036                                    | \$ 383,813                              | \$ 199,887                              | \$ 183,925             |
| <b>Total</b>                         | <b>\$ 357,656</b>                             | <b>\$ 3,085,354</b>                     | <b>\$ 2,984,731</b>                     | <b>\$ 100,624</b>      |
| <b>TOTAL</b>                         | <b>\$ 357,656</b>                             | <b>\$ 7,459,451</b>                     | <b>\$ 4,298,228</b>                     | <b>\$ 3,161,224</b>    |

| Gifts In-Kind | <i>since last report<br/>3/1/25 - 3/31/25</i> | Fiscal Year To Date<br>7/1/24 - 3/31/25 | Fiscal Year To Date<br>7/1/23 - 3/31/24 | Variance<br>7/1 - 3/31 |
|---------------|---|---|---|------------------------|
| <b>TOTAL</b>  | <b>\$ 1,000</b>                               | <b>\$ 1,000</b>                         | <b>\$ 11,713</b>                        | <b>\$ (10,713)</b>     |

**PUBLIC / GOVERNMENT SUMMARY (posted 3/1/25 – 3/31/25)**

- There are no new public grants during this report period.

**PRIVATE / PHILANTHROPIC SUMMARY (posted 3/1/25 – 3/31/25)**

- The Chappell Culpeper Family Foundation awarded \$133,750 to support the Chappell Culpeper Advanced Manufacturing Scholarship Program at the Career and Advanced Technology Center.
- The American Association of Community Colleges and PepsiCo Foundation awarded \$86,250 as the final payment of a \$172,500 pledge to support the PepsiCo Uplift Scholarship.
- Philly AIDS Thrift@Giovanni's Room awarded an additional \$45,000 to support the Ed Hermance Scholarship.
- The Independence Foundation awarded \$25,000 to support the FY25 Black & Gold Gala in honor of Susan Sherman.
- Independence Blue Cross awarded \$10,000 to support the FY25 Black & Gold Gala.



## **May 2025 Events**

### **May 1**

De-Stress Fest  
10:00 AM-3:00 PM  
Winnet Student Life Building, Lobby

### **May 2**

Nurses Pinning  
9:00 AM-2:00 PM  
Athletics Center, The Gymnasium

### **May 3**

Commencement Ceremony  
10:00 AM- 2:00 PM  
The Liacouras Center  
1776 North Broad Street, Phila, PA

### **May 6**

Latine College Day 2025  
5:00-7:00 PM  
Bonnell Building, Lobby

Post Baccalaureate Nursing Program  
Recognition Ceremony  
5:30 - 8:30 PM  
Pavilion Building, Klein Cube

### **May 7**

Alumni Spring Reception  
5:00 - 7:00 PM  
Mint Building, Library & Learning Commons

### **May 8**

Aspiring Leaders Fellowship Graduation  
9:00 AM- 2:00 PM  
Center for Business & Industry Bldg, C2-28

### **May 10**

Councilmember Jeffery Young Career Fair  
10:00 AM – 2:00 PM  
Bonnell Building, Lobby

### **May 13**

MOVE Symposium  
9:00 AM- 3:00 PM  
Winnet Student Life Building, Great Hall

### **May 20**

Open Enrollment Event  
Date: May 20, 2025  
9:00 AM- 4:00 PM  
Bonnell Building, Lobby

### **May 20**

Polling/Voter Site  
7:00am- 8:00pm  
Location: Winnet Student Life Building, Lobby

### **May 21**

Catto Alumni Mixer  
3:00 - 5:00 PM  
Mint Building, Library & Learning Commons

### **May 27**

CCME (Municipal College) Graduation  
6:00 - 8:00 PM  
Center for Business & Industry Bldg, C2-28

### **May 28**

One Book, One Philadelphia Author Visit;  
Featuring Tariq "Black Thought" Trotter  
3:00 - 5:00 PM  
Location: Bonnell Building, Large Auditorium

### **May 29**

Gateway to College Spring Dance  
6:00 - 9:00 PM  
Winnet Student Life Building, Great Hall