



In-Person - Meeting of the Board of Trustees, October 16, 2025 - 2:30 p.m., Career and Advanced Technology Center, 4750 Market Street, Room 341

AGENDA

(1) Executive Session I

(2) Meeting Called to Order

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

- Programmatic Updates
- Update on Enrollment
- Prep for ACCT Leadership Congress

(3) Public Comment

(4) Report of the Interim President

(a) Programmatic Updates

- Cheyney Articulation
- CCME
- BlueForge Partnership

(b) Update on Enrollment (Dr. Darren Lipscomb)

(c) Advancing Our Mission: Success Highlights

(d) Foundation Report (Dr. Mellissia Zanjani and Mr. Tim Spreitzer)

(5) Report of the Student Representative

(6) Policy Working Group

(7) Student Outcomes Committee, September 4, 2025

9.4.25 SOC Meeting Minutes.pdf

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(8) Combined Meeting of the Business Affairs and Executive Committees, September 17, 2025 and the Business Affairs Committee of October 15, 2025

(a) Welding Electrical Construction at CATC: Positive Wiring – Change Orders (Ratify)

9.17.25 BAC Meeting Minutes.pdf

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(9) Consent Agenda

(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of September 4 and October 1, 2025

9.4.25 Board of Trustees Proceedings.pdf	139
Attachment A - Enrollment Update.pdf	150
Attachment B - 60th Anniversary Celebration Update.pdf	154
9.4.25 Minutes of Decisions and Resolutions.pdf	166
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(b) Grants and Gifts

Record of Grants & Gifts FY26.pdf	173
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(c) Official Public and Special Holidays Policy (Policy #304)

(d) Records Management and Retention Policy Approval (Policy #313)

(e) Policy on College Policies Approval (Policy #319)

(f) Ellucian Banner Advisory Services Contract Renewal

(g) Award to DeWitt Mechanical for CBI Pipe Replacement

(h) Award to Tricon Construction - Enrollment Center General Construction - Change Order

(10) Report of the Chair

(a) Presidential Search Update

(b) Prep for ACCT Leadership Congress, October 22-25, 2025 New Orleans, LA

(c) Pennsylvania Commission for Community Colleges Statewide Virtual Trustee/Board Meeting, November 17, 2025, 6:00 p.m. – 7:30 p.m.

(d) Events

(11) Old Business

(12) New Business

(13) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, November 6, 2025, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

Committee Meetings

- Student Outcomes Committee, Thursday, October 16, 2025, 12:30 p.m. – Career and Advanced

Technology Center, Room 357

- Audit Committee, Friday, October 20, 2025, 10:00 a.m. - Isadore A. Shrager Boardroom, M2-1/Hybrid
- Student Outcomes Committee, Thursday, November 6, 2025 12:30 p.m. – Library and Learning Commons, L1-13/Hybrid
- Business Affairs Committee, Wednesday, November 19, 2025, 9:00 a.m. - Isadore A. Shrager Boardroom, M2-1/Hybrid

Upcoming Events

- Cheyney Articulation Agreement Signing Day, Friday, October 17, 2025, 10:00 a.m., Bonnell Building, Lobby
- Association of Community College Trustees Leadership Congress, New Orleans, LA, October 22-25, 2025
- Veterans Day Ceremony, Tuesday, November 11, 2025 11:00 a.m. - Bonnell Building, Lobby
- PA Commission for Community Colleges 2025 Statewide Virtual Trustee/Board Meeting, Monday, November 17, 2025, 6:00 – 7:30 p.m.
- Thanksgiving Luncheon, Thursday, November 20, 2025, 11:30 a.m., Winnet Building, Great Hall, S2-19

Calendar of Events

October 2025 Events.pdf

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(14) Executive Session II

The Board will reconvene in Executive Session to discuss personnel matters. The Board will not return.

STUDENT OUTCOMES COMMITTEE OF THE BOARD OF TRUSTEES

MEETING MINUTES

Thursday, September 4, 2025

12:30 a.m.

Hybrid

&

Library Commons Conference room, L1-13

1700 Spring Garden St.

Philadelphia, PA 19130

Presiding: Ms. Chekemma Fulmore-Townsend

Committee Members: Mr. Patrick Clancy, Ms. Sheila Ireland, Pastor Mason

Board Participants: Mr. Harold Epps, Mindy Posoff

College Members: Dr. Alycia Marshall, Dr. Linda Powell, Dr. Danny Hoey, Dr. Lisa Sanders, Dr. Davido Dupree, Dr. Darren Lipscomb, Dr. Sesime Adanu, Elizabeth Gordon, Dr. Lucia Gbaya-Kanga, Drael Thomas, Naima Turner-Fleming

Guests: Dr. Judith Gay, Consultant to the Board of Trustees

I. Public Session

(a) Approval of the Minutes of the June 5th, 2025 Meeting (A)

Trustee Fulmore-Townsend motioned to approve the minutes of the June 5th meeting. Trustee Clancy made a motion to approve the minutes, and Trustee Ireland seconded it. The motion to approve the minutes was passed with unanimous approval.

(b) APR Rubric (A)

Dr. Powell presented the Academic Program Review (APR) schedule for the 2025–2026 academic year. The schedule highlights reviews planned from October to April, including Liberal Arts Honors, Liberal Arts (Social and Behavioral Sciences), and Behavioral Health/Human Services. It was noted that most programs on the list are returning for their five-year review, except for Behavioral Health, which had a more recent review. Dr. Powell explained that Fashion Merchandising and Black Studies updates are not included in the current schedule but will be added later.

- Trustee Posoff requested clarification regarding the comprehensive scope of reviews, including the total number of programs and the frequency with which they are conducted annually. Additionally, he requested that this information be made

accessible on BoardEffect. Dr. Marshall informed the board that the number of APR reviews conducted each year is manageable; some programs experience delays for specific reasons, and certificates are often incorporated within the five-year cycle reviews. Ms. Gordon conveyed to the board that a five-year schedule has been mapped out through 2031. Trustee Fulmore Townsend concurred, noting that having a complete overview would assist the committee in better understanding the scope and scale of the reviews. She further added that the committee's immediate priority is to ensure that programs expiring in 2025–2026 are reviewed, as mandated for Middle States accreditation.

Dr. Marshall emphasized that the motivation for creating the rubric stemmed from feedback provided by the committee during the previous year. This feedback indicated that discussions appeared disorganized and lacked relevance to specific categories. A principal goal of the rubric was to foster a shared understanding among the Student Outcomes Committee regarding the evaluation criteria for the program. Both the Board and the Deans articulated concerns that the Annual Program Reviews (APRs) were insufficiently anchored in categories, thereby necessitating comprehensive reviews of all programs to substantiate their continuation. While common metrics such as enrollment and graduation rates function as clear indicators, it is imperative to also consider additional information, particularly concerning the long-term sustainability of the institution. This includes factors such as program costs, their alignment with high-priority occupations, and the efficacy of resource allocation to programs that address the city's workforce requirements. The rubric, developed with input from deans and the assessment office, seeks to enhance transparency and consistency, while incorporating both qualitative and quantitative analyses into the program review process.

Dr. Hoey introduced a preliminary rubric designed to ensure uniform assessment of the college's programs. The rubric draft encompasses categories including enrollment, retention, graduation rates, cost and sustainability, workforce alignment, graduate wage data, risk of displacement due to AI, diversity and equity initiatives, faculty qualifications and availability, and the robustness of partnerships with industry or transfer institutions. A four-point scale was suggested to evaluate performance in each category, spanning from 'developing' to 'exemplary'.

- Trustee Posoff asked whether the rubric presented would help the Board assign a numerical value to the APRs provided. Dr. Hoey stated that the rubric would offer both quantitative and qualitative analysis of the ongoing processes. It would also serve as an effective way to create a repository, making sure that historical data about the programs is preserved.
- Trustee Fulmore-Townsend inquired about integrating information into the current APR reporting process. Dr. Powell clarified that the APR timeline commences two to three years prior, and the framework facilitates access for both board members and faculty to a score and an understanding of the program's deficiencies. It additionally provides recommendations for focus areas over the subsequent two to three years to enhance scores, thereby ensuring transparency within the framework. In addition to data from the assessment office, this framework is standardized and used across all

programs. This structure enables departments and faculty to advocate for enhancements or to identify causes and decisions that may have contributed to the program's present standing. Dr. Marshall noted that the APR rubric will also incorporate a reference to high-value programs, demonstrating that graduates earn a living wage adequate to support their families. She highlighted the significance of this wage, aligning with Philadelphia's demographic profile. Trustee Epps noted that feedback should also be provided to marketplace partners, which will help them recognize their role in the solution. Furthermore, this process permits an assessment of their effectiveness as partners.

Dr. Sanders addressed the risk of displacement across various industries due to AI and the uncertain full implications of AI on specific careers. She emphasized the importance of considering demographics and Diversity, Equity, and Inclusion (DEI), advocating for the development of exemplary programs that demonstrate exceptional diversity, complemented by robust support services for students. Faculty across all disciplines are diligently working to understand artificial intelligence (AI), recognizing the potential risks of displacement or the need to modify program offerings. Consequently, curricular development must be approached strategically, with particular attention to resource allocation.

Dr. Marshall observed that, concerning Diversity, Equity, and Inclusion (DEI), certain college programs have made intentional efforts to incorporate DEI principles into their curricula. Notably, the Mass Media Communications program is actively revising its curriculum to better align with the evolving demands of the professional environment. The college's designation as a minority-serving institution significantly contributes to fostering workforce diversity in specific sectors. During previous SOC meetings, it was emphasized that healthcare experiences are underrepresented among various demographic groups. As a minority-serving institution, the college is strategically positioned to effect meaningful change in this domain. This consideration has been incorporated into the rubric for ongoing internal evaluations of the college's progress.

- Trustee Epps articulated that the rubric should assess not only the existence of advisory boards but also their quality and level of engagement. Additionally, he suggested that the rubric differentiate between weak and strong partnerships, with provisions for revisions should the development of advisory boards be considered insufficient. Dr. Powell asked whether that information should be listed as a program advisory board/strength of partnership. Trustee Epps clarified that a simple "yes" or "no" should be listed in each category. He also stated that experiential learning, internships, and co-op opportunities should be included to show that programs with strong work experience pipelines should be recognized as exemplary.
- Trustee Fulmore Townsend inquired about the implementation of the APR Rubric. Dr. Powell suggested that faculty availability, particularly securing faculty promptly, could be a challenge. She asked the Board if there was a preferred ranking regarding the strengths and essential elements to include on the rubric, as well as other factors to consider. Dr. Marshall proposed that the criteria for faculty qualifications might include the quality of the faculty, their credentials, and their availability. Additionally, there may be opportunities to slightly refine this approach when

evaluating a program based on faculty. Trustee Posoff discussed the need for marketplace notes in the rubric; for example, a program may be strong academically but face declining industry demand or an inadequate transfer pipeline. She also stated there should be specific category requirements for every program.

- Trustee Ireland asked how baseline numbers such as “low placement” or “high wage” would be defined. Dr. Powell replied that the assessment office, using Lightcast and other labor market data, would need to set baselines by program area to ensure fairness.

The committee agreed that the rubric represents a significant step forward but requested revisions to clarify weighting, baselines, and categories. Trustee Epps stated that what is non-negotiable is that programs will be evaluated with the APR rubric tool going forward.

The committee agreed to present a revised rubric and an implementation timeline at the October SOC meeting, with the possibility of piloting the revised rubrics during upcoming APR reviews.

(c) Study Abroad Update

(A)

Dr. Sanders introduced Dr. Dupree and Dr. Lucia Gbaya-Kanga, the Study Abroad Coordinator, who participated via Zoom to deliver an update on international programs. Dr. Gbaya-Kanga clarified that CCP provides short-term, faculty-led programs lasting approximately two weeks for cohorts of around eight students, funded by foundation support. Student expenses are limited to a range of \$700–\$1,000, encompassing flights, accommodation, and activities.

During the 2023–2025 cycle, students traveled to four locations: Ghana, London, India, and Mexico City. In Ghana, students paired domestic cultural studies in Washington, D.C. with travel to explore political and social movements across West Africa, including a partnership visit to the Library of Africa and the African Diaspora. In London, students explored Black identity and race through theater and museum visits. In India, students in business and hospitality programs are focusing on spirituality and hospitality practices, with several expressing newfound interest in hospitality careers. In Mexico, students studied architecture and design, culminating in a student exhibit displayed on campus.

Dr. Gbaya-Kanga shared student feedback emphasizing personal development, global citizenship, and a heightened appreciation of heritage and culture. Included quotes were: “I have such a stronger understanding of my history and the things my ancestors went through,” and “It inspired me to focus on creating inclusive and welcoming experiences in my future career.”

- Trustee Epps inquired about the number of students who participated over the summer. Dr. Dupree reported that eight students joined the most recent cycle. Trustee Epps then asked about the long-term outcomes for students who traveled abroad. Dr. Gbaya-Kanga shared examples: one alum of the Ghana program went on to double major at Arcadia and now works internationally; another who traveled to

Cuba later studied and taught in Japan; and a student on the Mexico architecture trip received the prestigious Jack Kent Cooke Scholarship.

- Trustees Epps and Posoff emphasized the importance of capturing and publicizing these stories as part of the college's 60th anniversary celebrations and linking alumni back to CCP as mentors and donors.

At Dr. Marshall's request, Dr. Sanders provided an update on COIL (Collaborative Online International Learning), where CCP faculty collaborate with overseas institutions on joint virtual student projects. This spring, eleven partnerships were established in Mexico, Spain, South Africa, and Ireland. The goal is to incorporate COIL experiences into upcoming travel plans. Currently, Dr. Sanders is developing a COIL partnership with an arts foundation in Northwest Ireland through a retired faculty member in the art design program, who has maintained a long-standing collaboration with Swarthmore. She aims to have it ready for the institution's design students next year.

Additionally, there will be a COIL Plus program, in which students will participate in a COIL before traveling to an international location. They will have a learning experience beforehand, establish a connection, and then they can go and do the travel.

- Trustee Epps asked about the source of funding. Dean Sanders explained that the funding was from a \$35,000 IDEAS grant, which has now been fully spent, and new grant opportunities will be pursued.

The meeting was adjourned.



Student Outcomes Meeting

September 4, 2025



AGENDA

I. Public Session

(a) Approval of the Minutes of the June 5th, 2025 Meeting (A)

(b) APR Rubric (A)

Dr. Linda Powell, Interim Provost of Academic & Student Success, Dr. Danny Hoey, Jr., Associate Provost of Academic & Student Success

(c) Study Abroad Update (A)

Dr. Lisa Sanders, Dean of Liberal Studies



Academic Program Review Rubric

Scoring Key: 4 = Exemplary; 3 = Proficient; 2 = Developing; 1= Needs Improvement

Category	Criteria	1 – Needs Improvement	2 – Developing	3 – Proficient	4 – Exemplary	Score
Mission Alignment	Alignment with institutional and departmental mission	Misaligned or undefined goals	Partial alignment; minimal mission-driven activity	Goals and activities aligned with mission	Fully aligned; mission deeply integrated in activities and outcomes	
Learning Outcomes	Assessment and achievement of outcomes	Outcomes unclear or unassessed	Defined but irregularly assessed; limited use of results	Regularly assessed; results inform improvements	Strong results; used in planning and demonstrate achievement	
Assessment	Quality and use of program-level assessment practices	No clear assessment plan or process	Inconsistent or informal assessment activities	Structured assessment process; some use in decision-making	Robust, systematic assessment; drives continuous improvement and planning	
Retention Rates	Year-to-year student retention	Significantly below benchmarks (>10% gap)	Some improvement, still below benchmarks (5–10% gap)	Near benchmark (within 5%)	Exceeds benchmarks; strong improvement	
Graduation Rates	Students graduating within expected timeframe	Well below benchmarks; minimal intervention	Some progress, but gaps remain	At or near benchmark	Exceeds expectations; strong outcomes across demographics	
Transfer Rates	Percent transferring to 4-year institutions	Low transfer rate; no clear support pathways	Inconsistent outcomes; some pathways exist	Good outcomes with established pathways	High, consistent transfer rate; strong support structures, clear pathways	
Workforce Placement	Employment rates and relevance to field	Low placement or unrelated employment	Moderate placement; limited field alignment	Strong placement in relevant fields	High placement in aligned careers; strong industry connections	
Faculty Qualifications	Credentials, development, and engagement	Unqualified or disengaged faculty	Qualified faculty with limited development	Well-qualified and developmentally active faculty	Highly qualified; active in scholarship and leadership	
Community Impact	Local and regional community contributions	Minimal or no engagement	Some involvement; not strategic	Active and meaningful community contributions	Strong partnerships; program is a valued community asset	



Academic Program Review Rubric

Scoring Key: 4 = Exemplary; 3 = Proficient; 2 = Developing; 1= Needs Improvement

Category	Criteria	1 – Needs Improvement	2 – Developing	3 – Proficient	4 – Exemplary	Score
Enrollment	Enrollment data: recruitment, retention	Enrollment/Retention numbers consistently below targets, ineffective recruitment	Enrollment/Retention numbers approaching but not meeting targets	Enrollment/Retention numbers meet or slightly exceed targets	Enrollment/Retention numbers significantly exceed targets	
Alignment with High Priority/High Value Programs	Strong industry partnerships, local and regional job market alignment	Limited employer partnerships, low job placement rates, wages below living wages,	Some alignment between programs and job market, moderate placement rates, mixed results in earning potential	Program well-aligned with job market needs, strong employer partnerships, good job placement rates 6-12 months, living wages earned	Exceptional alignment with high-demand, high-wage sectors, extensive employer partnerships, rapid employment rates	
Demographics/DEI	Inclusive environment that eliminates equity gaps, increases access for all students	Some diverse representation in programs, inadequate support services	Some diverse representation in programs, limited support services	Good diversity in programs, adequate support services	Exceptional diversity in programs, strong support services	
Risk of Displacement by AI	Responsiveness to AI job-related disruptions, proactive curriculum adaptation, integration of AI literacy, preparation of students for AI-resilient career paths	No consideration of AI impact on program, curriculum unchanged, lack of AI literacy	Beginning awareness of AI impact on job market, some curriculum adjustments,	Regular assessment of AI impact on program viability, curriculum actively updated to emphasize human-AI collaboration, program emphasizes skills complementary to AI	Innovative curriculum emphasizing uniquely human skills,	



Total Score Interpretation

32–36 (Exemplary): Program exceeds expectations; model for others.

26–31 (Proficient): Program is effective and well-aligned with institutional goals.

25–30 (Developing): Program is functional but needs targeted improvement.

19–24 (Needs Improvement): Significant issues; requires comprehensive intervention.



Total Score Interpretation

Other considerations:

- Impact of AI on program viability
- Program enrollment
- Alignment with High Priority/High Value programs
- Earnings potential
- Demographics of program enrollment /completion



STUDY ABROAD 2025

Lucia Gbaya-Kanga
David Dupree
Lisa Sanders

CCP Study Abroad Summer 2025

- Directed by **Lucia Gbaya-Kanga**
- CCP faculty led students on trips to Ghana, India, London and Mexico City
- For some, first time traveling outside of the country or state.

GHANA

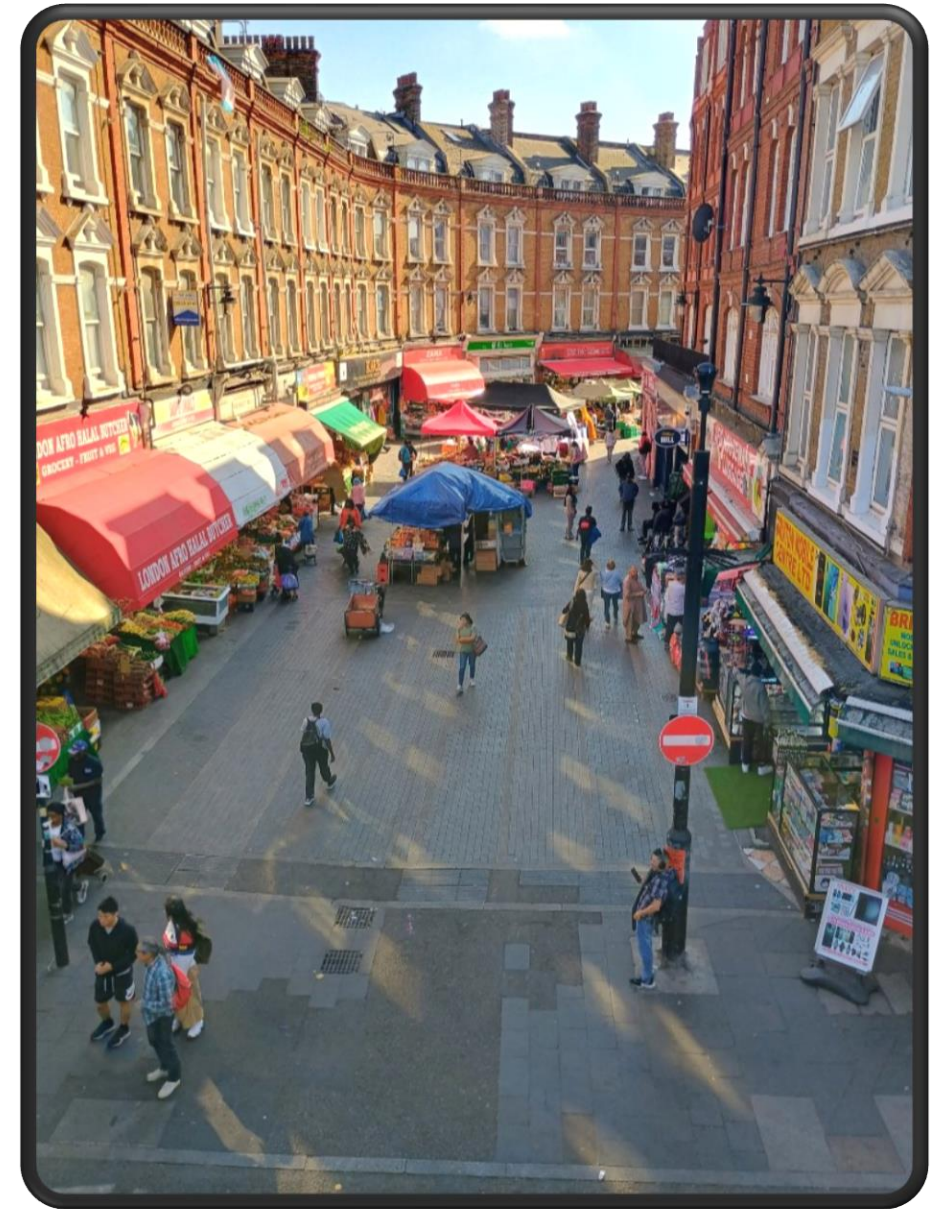
- The Ghana Study Abroad Cohort was led by **Nwenna Gates** and **Anyabwile Love** and **Quamiir Trice**.
- In Ghana, students:
 - explored the cities of Accra, Kumasi and the Ashanti Coastal regions.
 - studied social and political movements of West Africa.



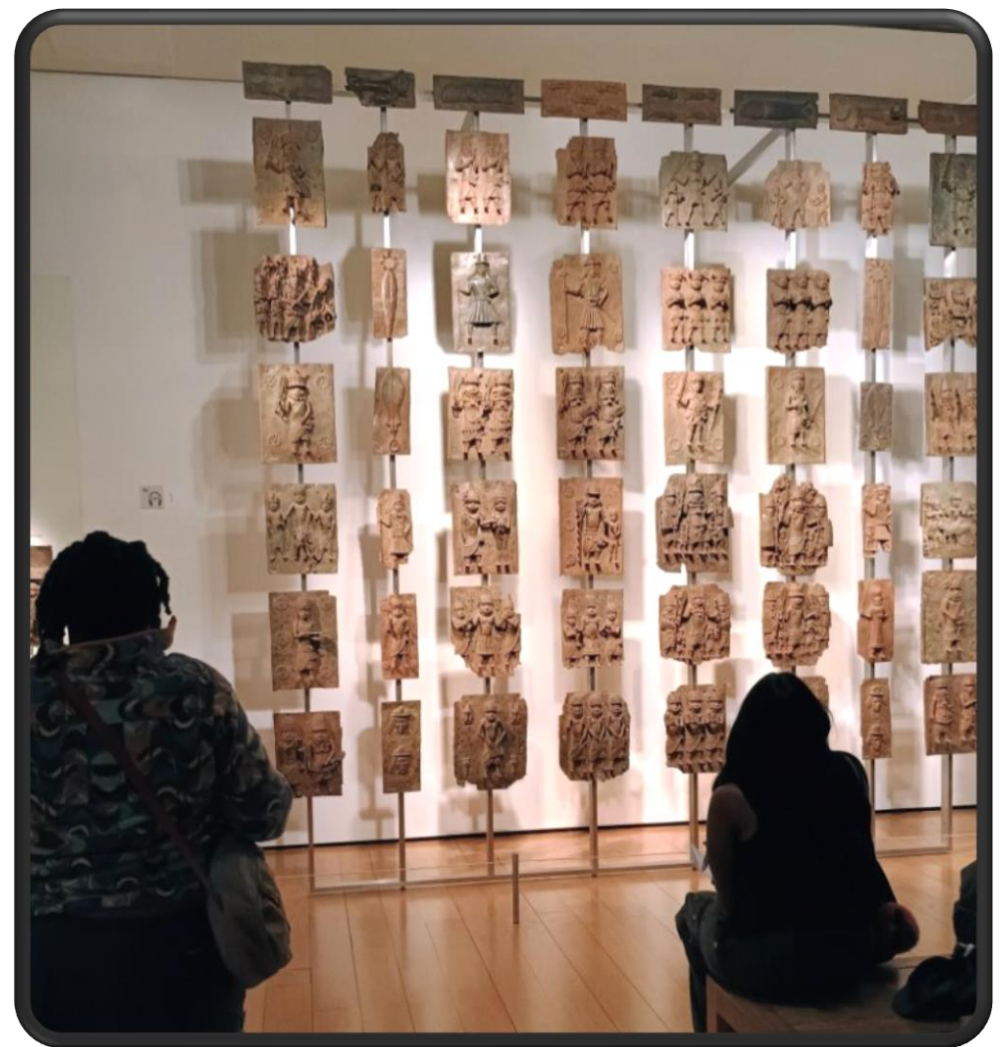


LONDON

- The London Study Abroad cohort was led by **Quinn Eli** and **Monica Hahn**.
- While there, students:
 - experienced theater and the visual arts, and
 - explored historical and contemporary issues of race in Britain.



" The Benin Bronzes ... are perfect examples of cultural memories fragmented during a period of brazenly violent Western conquests."

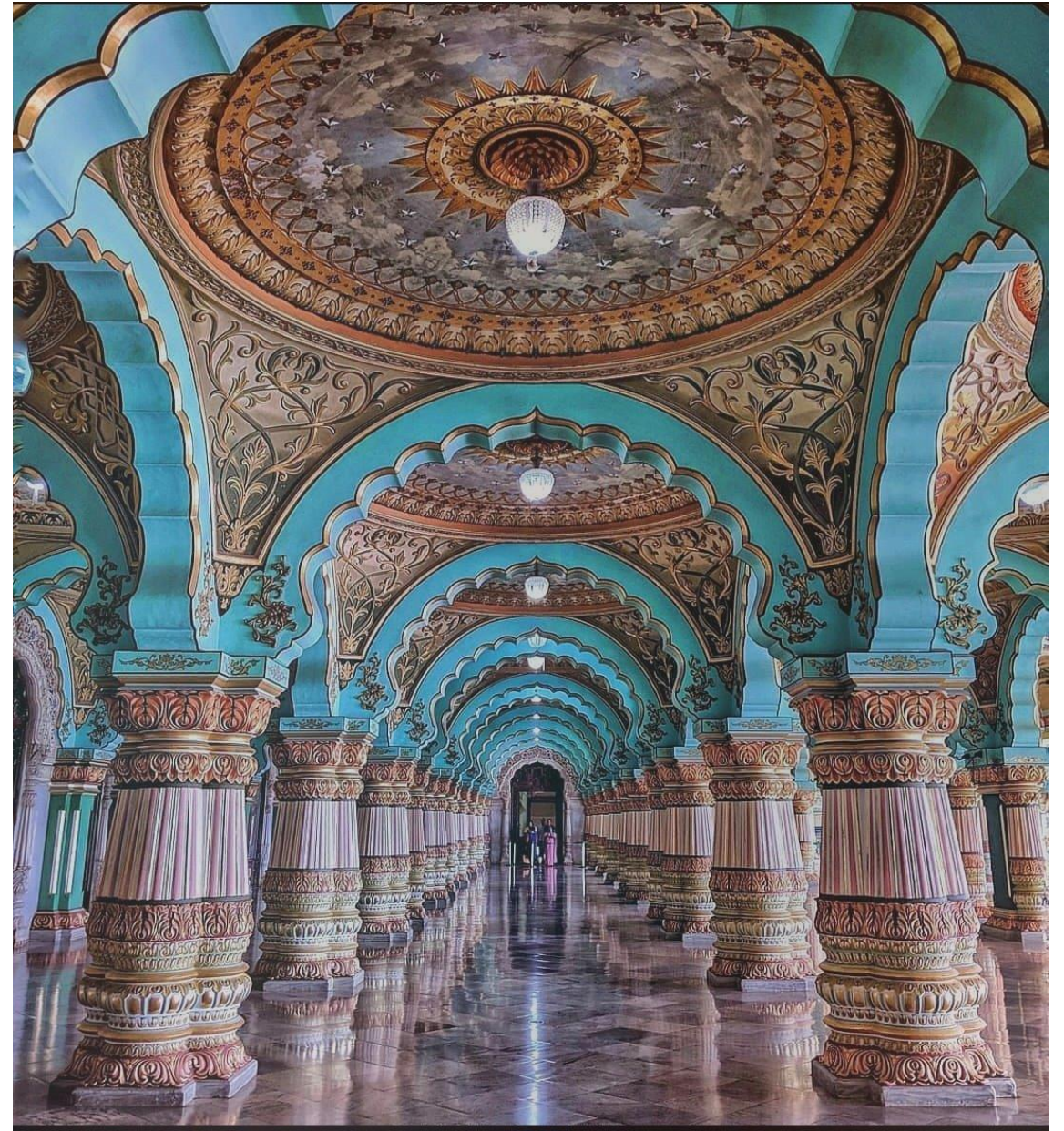


INDIA

- The India Study Abroad Cohort was led by **Gayathri Banavara** and **Mitsy Ann Rapley**.
- Students explored business, technology, fashion, engineering and architecture in Mumbai, Mysore and Bengaluru.



“In my culture, we also value hospitality, but the emphasis on welcoming guests in Indian homes felt particularly special”



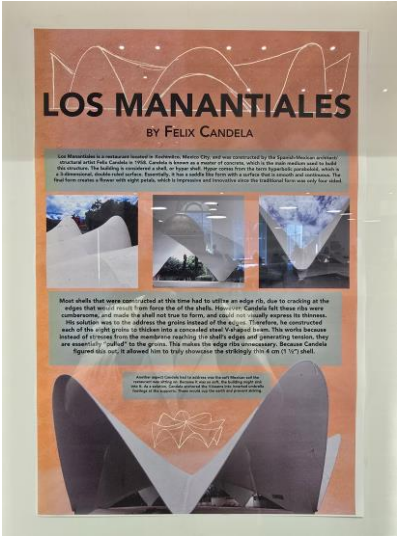
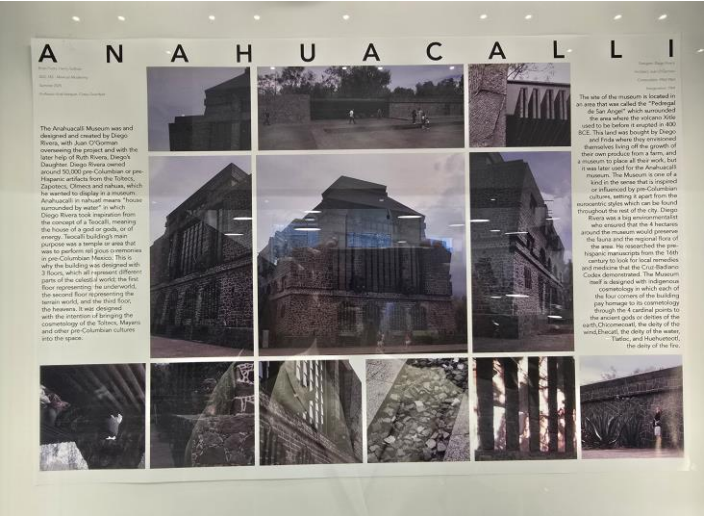
MEXICO CITY

- The Mexico Study Abroad Cohort was led by **Ariel Vasquez** and **Casey Gwardyak**.
- Students visited Mexico City to explore the modern architecture of the region.



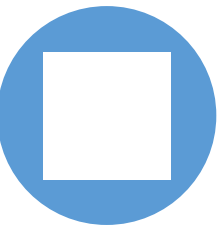
Exhibition of student photos and sketches in the CCP Library Gallery

“It was an amazing experience to see and interact with paintings and objects that I'd learned about in Art History during the spring semester.”

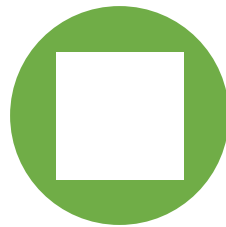
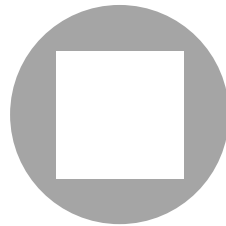




“I have such a stronger understanding of my history and of the things my ancestors went through and endured.”

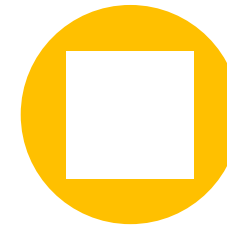


“I felt the true meaning behind all of the information we've learned.”

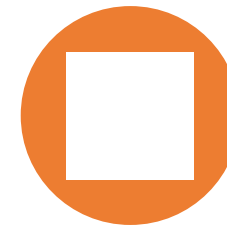


Selected quotes from our Summer 2025 Study Abroad participants

“It's made me a global citizen”



“It was amazing to experience it in such depth, even visiting the temples and learning how the culture prays”



“It inspired me to focus on creating inclusive and welcoming experiences in my ... future career”

**COMBINED/HYBRID MEETING OF THE
BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, September 17, 2025 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Timothy Ford, Acting Chair (presiding), Mr. Harold Epps, Ms. Keola Harrington (via zoom), Mr. Rob Dubow (via zoom), and Mr. Jeremiah White (via zoom), Mr. Michael Cooper (via zoom)

Present for the Executive Committee: Mr. Harold Epps, Chair (presiding), Mr. Jeremiah White (via zoom)

Present for the Administration: Dr. Alycia Marshall, Mr. Jacob Eapen, Mr. Derrick Sawyer, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Mr. Gim Lim, Mr. John Wiggins, Ms. Josephine DiGregorio (via zoom), Mr. Tim Traszka, Dr. Linda Powell, Mr. Gim Lim, Ms. Carolyn Flynn, Mr. Seth Jacobson

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

BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

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

Mr. Ford called the meeting to order at 9:06 am. Mr. Ford highlighted the agenda items, and asked Mr. Eapen to proceed with the first agenda item.

(1) Welding Electrical Construction at CATC: Positive Wiring – Change Orders (Action Item)

Discussion: Mr. Eapen stated that staff seeks approval for electrical construction change orders for the renovation of CATC welding lab and WRC classroom space to support the NWI Welding Program.

Mr. Wiggins stated that the electrical service upgrade for WRC to accommodate the relocated welding program which were developed/identified after initial contract. This change order includes all labor, equipment and PECO charges for the additional 800amp service addition, which was the reason for the additional cost.

Mr. Wiggins stated that we have a shut-down with PECO involved because there is a PECO transformer inside the West Building. PECO also has to be involved because the work will be done off hours and on the weekend which adds to the additional cost. Mr. Ford commented that regarding weekends and off hours, we wanted to make sure that the Naval Welding program is up and ready to start by October 20, 2025, and that there are no delays or will impact start times for the program. Mr. Wiggins stated that they do not anticipate any delays, and we scheduled PECO and having the contractors moving forward and we seem to be on schedule. Mr. Ford expressed gratitude to Senator Hughes for helping with the grant for capital projects at CATC.

Mr. Eapen stated that the grant is \$150,000 and the change order amount is \$110,000, which leaves approximately \$140,000 to adjust the change order and adjust the contract amount as approved by the Trustees. Mr. Eapen stated that when we did the initial approval, he said that we would use capital and grants. We could not identify the grants until we got this \$250,000. Mr. Dubow asked if there is a threshold to the change order so we can go back out again - that this percentage is a big change. Mr. Eapen responded that the policy states that we have to come back to Business Affairs for any change orders over \$100,000. Mr. Eapen stated that we did not know the power needs were both CATC and WRC when we started this project. As the project continued and we were working with outside consultant, as John stated, the power needs are substantially greater than what was initially in the buildings. Mr. Eapen stated the building was not initially built for the Naval Welding project at CATC. Mr. Dubow commented on our selection process, and asked since this may be a bigger project, should we do a different bid process? Mr. Eapen stated that we will look into it. This change order in the amount of \$110,900 will be added to the original contract sum of \$281,600.

Staff requests that the Business Affairs Committee recommend to the full Board the approval of Positive Wiring for Electrical change orders at CATC for the NWI Welding Program in the amount of \$110,900. This contract will be paid from grants.

Action: Mr. White motioned, and Ms. Harrington seconded the motion to recommend to the Executive Committee the approval of the Positive Wiring for Electrical change orders at CATC for the NWI Welding Program in the amount of \$110,900. This contract will be paid from grants. The motion passed unanimously.

Mr. Epps stated that for the future that the Facilities team to consider getting dollars from the state through traditional methods are challenging. Mr. Epps encouraged staff to be mindful of any capital or one-offs in particular at CATC where we have friends in both the house and the senate to navigate other methods of funding.

Mr. Epps suggested that whenever something comes up regarding CATC, is something to think about. Mr. Epps stated if we can package it in a way to make a case to repeat this process. Mr. Ford acknowledged that we do have friends we should be asking for opportunities to fill gaps in state budgeting.

(2) Proposed Business Affairs Committee Meetings – FY 2026-2027 (Information Item)

Discussion: Mr. Ford stated that there was a list of the Proposed Business Affairs Committee Meetings for FY 2026-2027 (See Attachment B).

(3) The next Business Affairs Committee of the Board of Trustees will be Wednesday, October 15, 2025 (Information Item)

Mr. Ford noted that the next Business Affairs Committee of the Board of Trustees will be Wednesday, October 15, 2025.

The Business Affairs Committee meeting adjourned at 9:14 am.

EXECUTIVE COMMITTEE
PUBLIC SESSION

Mr. Epps opened the Executive Committee at 9:15 am.

(1) Official Public and Special Holidays Policy Approval (Policy #304)

Discussion: Ms. Flynn stated that General Counsel's office is proposing revisions to the Official Public and Special Holidays Policy (Policy #304) for the Executive Committee's review. The College seeks to revise the policy so that it applies from year to year and does not require annual updates. Ms. Flynn stated that clean and redlined (to indicate proposed revisions) versions of the revised Official Public and Special Holidays Policy (Policy #304) are attached as Attachment C.

Ms. Flynn stated that the prior policy provides holidays from years 2012 through 2019 but had not been updated after 2019. Based upon the new collective bargaining agreements, the holidays that were identified in the past and proposed policy have not changed and will apply from year to year. The holidays are:

- July 4th
- Labor Day
- Thanksgiving (Per CBA, Thursday and Friday)
- Holiday Break (Identified as December 25th – January 1)
- Dr. Martin Luther King Day
- Spring Break (First or Second week of March)
- Memorial Day
- Juneteenth

General Counsel requests that the Executive Committee approve and recommend for approval to the Board of Trustees the revised Official Public and Special Holidays Policy (Policy #304).

Action: Mr. White motioned and Mr. Epps seconded the motion to recommend for approval the new policy to the Board of Trustees. The motion passed unanimously.

(2) Records Management and Retention Policy Approval (Policy #313)

Discussion: Ms. Flynn stated that the General Counsel's Office proposes revisions to the Records Management and Retention Policy (Policy #313) for the Executive Committee's review. The revisions are to ensure that the policy is legally compliant, consistent with best practices, and updated in accordance with the College's current structure. Clean and redlined (to indicate the substantive proposed revisions) versions of the revised Records Management and Retention Policy (Policy #313) are attached as Attachment D.

Ms. Flynn presented a Review of Key Updates to the Policy. Ms. Flynn stated that the additions to the policy are as follows: (See Attachment F – PowerPoint)

Additional Requirements and Greater Accountability

Ms. Flynn stated that they consulted with outside counsel, specifically the higher education division at Saul Ewing, to ensure we were evaluating this policy for compliance and best practices because it was last updated in 2010. Ms. Flynn stated that this policy covers many statutory requirements, but also best practices and guidelines. Ms. Flynn stated they added new additional requirements trying to create greater accountability for the College as it relates to our records retention. Ms. Flynn stated the updated standards for maintaining records (i.e., Formats), and reorganization of retention schedule were also updated.

Ms. Flynn noted that Mr. David Solomon, Associate General Counsel, was the lead on this policy review, and stated she appreciates all the work he did. Ms. Flynn stated that the attachment to the policy, was a large reorganization based upon David Solomon's review of not just of the applicable statutes, but also the reorganization based upon changes to the College's structure to make sure it's up to date. Mr. Solomon will be taking the lead to ensure training which we provided and presented to Extended Cabinet on 09/17/2025 to make sure that they were aware that changes are coming. Ms. Flynn stated that the policy applies to all College employees (faculty, staff, non-employees) to make sure that they understand their responsibilities as it relates to retaining documents. Failure to comply with is policy may result in disciplinary action up to and including termination and legal action.

Ms. Flynn stated that some of these requirements are statutory, so we want to make sure that employees are aware of the seriousness and importance of compliance with this policy. Also, Ms. Flynn stated that any suspected noncompliance to this policy should be either referred to General Counsel or can be reported through the College's *Ethics Point* hotline.

Updated Standards for Maintaining Records (i.e., Formats)

Ms. Flynn stated that College records will be retained for as long as required by law and the College's Records and Retention Schedule (Attachment A), which incorporates any legal requirements.

College Records will be easily accessible and retrievable in a timely manner throughout their Required Retention Period.

College Records will be disposed of after expiration of the Required Retention Period in accordance with College's destruction procedures.

Records with potential historical value to the College, for which the Required Retention Period has expired, will be determined by General Counsel with approval of the President. Mr. Epps asked about the range of the retention periods. Ms. Flynn responded that it is at least three (3) years. Mr. Epps asked if that was in perpetuity, and Ms. Flynn responded yes. Ms. Flynn stated that there are also documents that we have determined that should be retained permanently. Under the schedule, Ms. Flynn stated General Counsel will perform an appraisal to ensure that records deemed to have enduring historical, administrative, legal, or fiscal value are preserved.

Ms. Flynn stated that the College is creating a Records Management Coordinator role within each department. Ms. Flynn stated that in the attachment, the categories are broken down – for example, VP Eapen's departments of Human Resources and Purchasing; there are different records requirements related to those, and they are broken down by the department. Everything is grouped to have a better understanding as to what records in each department should be retained. Ms. Flynn stated that we maintain practices and procedures to ensure that offices are meeting the records retention responsibilities by coordinating retention, preservation, and destruction of records in accordance with the policy, but to also look at securing storage of physical and electronic records in accordance with a related policy, their personal information privacy protection policy. Ms. Flynn stated that the policy also addresses an employee's role regarding records with any litigation hold directives.

Ms. Flynn stated that the policy addresses retaining digitized records and the management of emails, because there are circumstances where emails could be considered documents requiring retention. Ms. Flynn stated that what we have been advising is that if email is used in lieu of formal correspondence of letters and as a result could be considered one of the categories for retention. Ms. Flynn stated that it is her understanding that our system automatically holds emails for three years.

Ms. Flynn stated that the policy attachment revision was a heavy lift by Mr. Solomon because he reorganized the chart based on the current college structure which hasn't been updated since 2010, and has had a lot of changes in terms of the college structures since then. Ms. Flynn stated that some changes for some documents were made, whether it's a legal update, department name change, or the title of the document or how it's described. Ms. Flynn described that the format column has been eliminated. Ms. Flynn stated that records may be kept in either paper or electronic format consistent with the policy unless the specific format is legally required, which is provided for in the policy. Historic documents shall be maintained in the paper hardcopy format, or the original format of the historical document. For example, Ms. Flynn stated that originating documents of this College that were signed or sealed should be retained in paper format.

Mr. Epps asked if all this has been through the Policy Working Group. Ms. Flynn responded that it was not, and that it was sent to outside counsel instead for review. Ms. Flynn stated that the Policy Working Group is meeting again on September 26, 2025. Mr. Epps asked if the group will be advised of the changes, and Ms. Flynn responded, yes.

General Counsel requests that the Executive Committee approve and recommends for approval to the Board of Trustees the revised Records Management and Retention Policy (Policy #313).

Action: Mr. White motioned and Mr. Epps seconded the motion to recommend to the Board of Trustees the revised Records Management and Retention Policy (Policy #313) policy for approval. The motion passed unanimously.

(3) Policy on College Policies Approval (Policy #319)

Discussion: Ms. Flynn stated General Counsel's Office proposes revisions to the Policy on College Policies (Policy #319) for the Executive Committee's review. The College seeks to revise the policy to update the timelines for policy review. Clean and redlined (to indicate the proposed revisions) versions of the revised Policy on College Policies (Policy #319) are attached as Attachment E.

Ms. Flynn stated that the College is seeking to provide two revisions related to this policy which was a discussion that occurred along with a recommendation within the Policy Working Group. The two revisions relate to modifying the timeframes related to when policies have to be reviewed. Under the current policy, a policy must be reviewed every seven years, and a recommendation was to make those ten years to make sure there is no question regarding the College's ability to comply.

Ms. Flynn stated that this policy went into effect in 2022. The Policy on College Policies came into effect during Middle States and it is important for Middle States that we have a policy about the routine review of policies. The current policy, has a date set for March 2027 for the College to complete the review of all existing policies. Also, there was a recommendation from the Policy Working Group that we should extend this date, to make sure that we are in compliance with the policy when it comes up during the next Middle States.

Mr. Epps asked, how that stack up against our peers? Ms. Flynn responded that she has not yet evaluated peers' policies because there is no specific policy review timeline requirement that applies to colleges and the timeline can vary from school-to-school. Mr. Epps asked how many policies do we have? Ms. Flynn estimated that we have close to 70 policies. Mr. White asked if Trustee Posoff was okay with this. Ms. Flynn stated yes. Mr. White stated that when this all happened, I recommended that Mindy be Chair of the committee to try and get us in compliance around the Middle States interaction. Mr. White stated to Mr. Epps that his belief is if Mindy, who is very attentive on this, recommended that as a benchmark, if we come up against it in Middle States, that doesn't mean that she is not going to try to do it more quickly. Mr. White stated that he would be inclined to go with her recommendation. Mr. Ford stated that he too was in those meetings with Trustee Posoff and he had the same questions. Mr. Ford stated that as far as Middle States and accreditation goes, we really wanted to show Middle States most importantly that we have a timeframe that we can meet. We would rather change the overall timing than miss a deadline. Mr. Epps added, there is a cushion. Mr. Ford stated that we can plan to work ahead, and those of us who are on the Policy Working group want to work with Carolyn (Flynn) and David (Solomon) who has done an amazing job to stay ahead of it. Mr. White ask Dr. Gay, if she was okay with this? Dr. Gay responded that she is good with it, and it doesn't mean that they won't come up before 10 years. Dr. Gay stated, that in fact, most of them will because of different legal issues or other things that come up. Dr. Gay continued that you will notice that some of them are being updated in two or three years.

Dr. Gay stated that it's not that we are waiting 10 years for all of them. It just provides a timeframe that's more realistic, given the number policies; Dr. Gay stated that she thinks there are more than 70.

Dr. Gay stated that given the number of policies, there is no way to complete it during this timeframe they suggested originally, and as Mr. Ford said, the important thing for Middle States is if you set yourself a rule; you follow it.

Ms. Flynn stated that for example the Title IX policy has been updated on almost an annual basis over the past couple of years because of changes to the applicable regulations.

Also, Ms. Flynn states, that with the transition in General Counsel, the prior year 12 policies were reviewed, and this year doubles that. Ms. Flynn stated that she is very confident that we can get the reviews done well within the August 2028 timeline.

General Counsel requests that the Executive Committee approves and recommends for approval to the Board of Trustees the revised Policy on College Policies (Policy #319).

Action: Mr. White motioned and Mr. Epps seconded the motion to recommend to the Board of Trustees to adopt the revised policy. The motion passed unanimously.

Regarding action item #4 on the agenda, Ms. Flynn requested to amend the agenda because we are going to be requesting that the policies that were approved and recommended for approval by the Board of Trustees at today's meeting are included on the agenda for the October meeting, when we present the policy update memo. Ms. Flynn requested to amend the agenda to remove the policies bullets two through four from the item #4 of the agenda.

Action: Mr. White motioned and Mr. Epps seconded the motion to amend the agenda to remove the policies bullets two through four from item #4 of the agenda. The motion passed unanimously.

(4) Based on the recommendation of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following item:

Approval of award to of the Positive Wiring for Electrical change orders at CATC for the NWI Welding Program in the amount of \$110,900. Mr. White motioned, and Mr. Epps seconded the motion. The motion passed unanimously.

The Business Affairs Committee meeting was adjourned at 9:20 am.

EXECUTIVE SESSION

The Business Affairs Committee went into Executive Session to discuss real estate matters.

<u>ATTACHMENT A</u>			
FUNDING FOR ACTION ITEMS			
COMBINED MEETING OF THE BUSINESS AFFAIRS COMMITTEE AND THE BOARD OF TRUSTEES			
AGENDA: September 17, 2025			
Agenda No.	Vendor/Consultant	Amount	Source
1	Positive Wiring	\$110,900	Grants

ATTACHMENT B

Proposed Business Affairs Committee Meetings FY 2026-2027

PROPOSED BUSINESS AFFAIRS COMMITTEE MEETINGS
FY 2026-2027

Wednesday, July 15, 2026
Wednesday, August 19, 2026
Wednesday, September 16, 2026
Wednesday, October 21, 2026
Wednesday, November 18, 2026

*A date may be established in December 2026

Wednesday, January 20, 2027
Wednesday, February 17, 2027
Wednesday, March 17, 2027
Wednesday, April 14, 2027
Wednesday, May 19, 2027
Wednesday, June 16, 2027

ATTACHMENT C

Official Public and Special Holidays Approval (Policy #304)

Memorandum #304 Official Public and Special Holidays

Revised: _____, 2025
Original Date of Issue: February 24, 1975
Reissued: April 22, 2002, July 1, 2016
Approved by: Board of Trustees
Policyholder: AVP, Human Resources

The following are the official and special Community College of Philadelphia holidays:

Independence Day Holiday	July 4 th
Labor Day	First Monday of September
Thanksgiving Day College Holiday	Fourth Thursday and Friday of November
Holiday Break	December 25 th - January 1 st
Martin Luther King's Birthday	Third Monday of January
School (Spring) Holidays	First or Second full week of March
Memorial Day	Last Monday of May
Juneteenth	June 19 th

~~OFFICIAL PUBLIC AND SPECIAL HOLIDAYS FOR THE FISCAL YEARS OF JULY 1, 2012 – JUNE 30, 2018~~

Memorandum #304 Official Public and Special Holidays ~~for the Fiscal Years of July 1, 2012 – June 30, 2019~~

Revised: _____, 2025~~July 1, 2016~~

Original Date of Issue: February 24, 1975

Reissued: April 22, 2002, July 1, 2016

Approved by: Board of Trustees

Policyholder: AVP, Human Resources

The following are the official and special Community College of Philadelphia holidays ~~for the fiscal years 2011/2012,
2012/2013, 2013/2015, 2014/2015, 2015/2016 and 2016/2017:~~

2011-2012	-
Independence Day Holiday	Monday, July 4th, 2011
Labor Day	Monday, First Monday of September 5, 2011
Thanksgiving Day College Holiday	Thursday, November 24, 2011 <u>Fourth Thursday and Friday of November</u> Friday, November 25, 2011

Holiday Break	December 25th - January 1st Friday, December 23, 2011 (College closed half day) through Monday, January 2, 2012
Martin Luther King's Birthday	Monday, January 16, 2012 Third Monday of January
School (Spring) Holidays	Monday, March 5, through First or Second full week of March Saturday, March 10, 2012
Memorial Day	Monday, Last Monday of May 28, 2012
<u>Juneteenth</u>	<u>June 19th</u>

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2012-2013	-
Independence Day Holiday	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Thanksgiving Day College Holiday	Thursday, November 22, 2012 Friday, November 23, 2012

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Holiday Break	Monday, December 24, 2012 through Tuesday, January 1, 201	Formatted: Space After: 18 pt, Pattern: Clear (White)
Martin Luther King's Birthday	Monday, January 21, 2013	Formatted: Space After: 18 pt, Pattern: Clear (White)
School (Spring) Holidays	Monday, March 4, through Saturday, March 9, 2013	Formatted: Space After: 18 pt, Pattern: Clear (White)
Memorial Day	Monday, May 27, 2013	Formatted: Space After: 18 pt, Pattern: Clear (White)

2013-2014	-	Formatted: Space After: 18 pt, Pattern: Clear (White)
Independence Day Holiday	Thursday, July 4, 2013	Formatted: Space After: 18 pt, Pattern: Clear (White)
Labor Day	Monday, September 2, 2013	Formatted: Space After: 18 pt, Pattern: Clear (White)

Thanksgiving Day College Holiday	Thursday, November 28, 2013 Friday, November 29, 2013	Formatted: Space After: 18 pt, Pattern: Clear (White)
Holiday Break	Tuesday, December 24, 2013 College closed at noon through Wednesday, January 1, 2014	Formatted: Space After: 18 pt, Pattern: Clear (White)
Martin Luther King's Birthday	Monday, January 20, 2014	Formatted: Space After: 18 pt, Pattern: Clear (White)
School (Spring) Holidays	Monday, March 3, through Saturday, March 8, 2014	Formatted: Space After: 18 pt, Pattern: Clear (White)
Memorial Day	Monday, May 26, 2014	Formatted: Space After: 18 pt, Pattern: Clear (White)
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2014-2015	-	Formatted: Space After: 18 pt, Pattern: Clear (White)
Independence Day Holiday	Thursday, July 3, 2014	Formatted: Space After: 18 pt, Pattern: Clear (White)

Labor Day	Monday, September 1, 2014	Formatted: Space After: 18 pt, Pattern: Clear (White)
Thanksgiving Day College Holiday	Thursday, November 27, 2014 Friday, November 28, 2014	Formatted: Space After: 18 pt, Pattern: Clear (White)
Holiday Break	Wednesday, December 24, 2014 College closed at noon through Thursday, January 1, 2015	Formatted: Space After: 18 pt, Pattern: Clear (White)
Martin Luther King's Birthday	Monday, January 19, 2015	Formatted: Space After: 18 pt, Pattern: Clear (White)
School (Spring) Holidays	Monday, March 2, through Saturday, March 6, 2015	Formatted: Space After: 18 pt, Pattern: Clear (White)
Memorial Day	Monday, May 25, 2015	Formatted: Space After: 18 pt, Pattern: Clear (White)
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2015-2016	-	Formatted: Space After: 18 pt, Pattern: Clear (White)

Independence Day Holiday	Monday, July 6, 2015	Formatted: Space After: 18 pt, Pattern: Clear (White)
Labor Day	Monday, September 7, 2015	Formatted: Space After: 18 pt, Pattern: Clear (White)
Thanksgiving Day College Holiday	Thursday, November 26, 2015 Friday, November 27, 2015	Formatted: Space After: 18 pt, Pattern: Clear (White)
Holiday Break	Thursday, December 24, 2015 College closed at noon through Friday, January 1, 2016	Formatted: Space After: 18 pt, Pattern: Clear (White)
Martin Luther King's Birthday	Monday, January 18, 2016	Formatted: Space After: 18 pt, Pattern: Clear (White)
School (Spring) Holidays	Monday, March 7, through Saturday, March 12, 2016	Formatted: Space After: 18 pt, Pattern: Clear (White)
Memorial Day	Monday, May 30, 2016	Formatted: Space After: 18 pt, Pattern: Clear (White)

2016-2017	-	Formatted: Space After: 18 pt, Pattern: Clear (White)
Independence Day Holiday	Friday July 4, 2016	Formatted: Space After: 18 pt, Pattern: Clear (White)
Labor Day	Monday September 5, 2016	Formatted: Space After: 18 pt, Pattern: Clear (White)
Thanksgiving Day College Holiday	Thursday November 24, 2016 Friday November 25, 2016	Formatted: Space After: 18 pt, Pattern: Clear (White)
Holiday Break	Friday December 23, 2016 College Closed at noon through Monday January 2, 2017	Formatted: Space After: 18 pt, Pattern: Clear (White)
Martin Luther King's Birthday	Monday January 16, 2017	Formatted: Space After: 18 pt, Pattern: Clear (White)
School (Spring) Holidays	Monday March 6, 2017 through Saturday March 11, 2017	Formatted: Space After: 18 pt, Pattern: Clear (White)
Memorial Day	Monday May 29, 2017	Formatted: Space After: 18 pt, Pattern: Clear (White)

2017-2018	-	Formatted: Space After: 18 pt, Pattern: Clear (White)
Independence Day Holiday	Tuesday July 4, 2017	Formatted: Space After: 18 pt, Pattern: Clear (White)
Labor Day	Monday September 4, 2017	Formatted: Space After: 18 pt, Pattern: Clear (White)
Thanksgiving Day College Holiday	Thursday November 23, 2017 Friday November 24, 2017	Formatted: Space After: 18 pt, Pattern: Clear (White)
Holiday Break	Friday December 22, 2017 College Closed at noon through Monday January 1, 2018	Formatted: Space After: 18 pt, Pattern: Clear (White)
Martin Luther King's Birthday	Monday January 15, 2018	Formatted: Space After: 18 pt, Pattern: Clear (White)
School (Spring) Holidays	Monday March 5, 2018 through Saturday March 10, 2018	Formatted: Space After: 18 pt, Pattern: Clear (White)
Memorial Day	Monday May 28, 2018	Formatted: Space After: 18 pt, Pattern: Clear (White)

2018-2019	-	Formatted: Space After: 18 pt, Pattern: Clear (White)
Independence Day Holiday	Wednesday July 4, 2018	Formatted: Space After: 18 pt, Pattern: Clear (White)
Labor Day	Monday September 3, 2018	Formatted: Space After: 18 pt, Pattern: Clear (White)
Thanksgiving Day College Holiday	Thursday November 22, 2018 Friday November 23, 2018	Formatted: Space After: 18 pt, Pattern: Clear (White)
Holiday Break	Friday December 24, 2018 College Closed at noon through Monday January 1, 2019	Formatted: Space After: 18 pt, Pattern: Clear (White)
Martin Luther King's Birthday	Monday January 21, 2019	Formatted: Space After: 18 pt, Pattern: Clear (White)
School (Spring) Holidays	Monday March 4, 2019 through Saturday March 9, 2019	Formatted: Space After: 18 pt, Pattern: Clear (White)
Memorial Day	Monday May 27, 2019	Formatted: Space After: 18 pt, Pattern: Clear (White)

ATTACHMENT D

Records Management and Retention Policy Approval (Policy #313)

RECORDS MANAGEMENT AND RETENTION POLICY

Memorandum #313 Records Management and Retention Policy

Revised September 9, 2025
Date Issued: November 15, 2010
Approved by: President
Policyholder: Office of General Counsel

Purpose

The Purpose of this Records Management and Retention Policy (the “Policy”) is to:

- Establish accountability for College Records management and retention;
- Define certain terms relevant to College Records management and retention;
- Strengthen safeguards against the unauthorized or accidental disclosure of Confidential Records;
- Establish the length of time certain categories of College Records are required to be maintained and stored;
- Establish the time at which certain categories of College Records should be destroyed, absent exceptional circumstances, in order to allow for the preservation of records maintenance space; and
- Establish appropriate College Records destruction practices and processes.

The College’s records management and retention program shall, as appropriate, incorporate existing policies and procedures, as described herein. For the definitions of capitalized terms contained in this Policy, see the “Definitions” section below.

Policy

The Community College of Philadelphia (“CCP” or the “College”) is committed to complying with applicable laws and best practices with regard to the College Records it maintains, and to applying those laws and practices consistently across College Offices. This Policy applies to all College employees, both faculty and staff, as well as non-employees (such as contractors and/or volunteers), who conduct business on behalf of the College. Failure to comply with this Policy may result in disciplinary action (up to and including termination) and/or legal action. Known or suspected non-compliance with this Policy (e.g. known or suspected destruction of College Records that are required by this Policy to be retained)

should be promptly reported to the General Counsel. Reports can also be made to the College's hotline at: 1-888-261-1669 or www.ethicspoint.com.

This Policy requires the following:

- College Records will be retained for as long as required by law and the College's Records Retention Schedule (Attachment "A"), in a responsible and secure manner;
- College Records will be easily accessible and retrievable in a timely manner throughout their Required Retention Period;
- College Records will be disposed of after expiration of the Required Retention Period in accordance with the College's destruction procedures; and
- Records with potential historical value to the College, but for which the Required Retention Period has expired, will be determined by General Counsel with approval of the President. General Counsel will perform an appraisal to ensure that records deemed to have enduring historical, administrative, legal, or fiscal value are preserved.

Questions about this Policy should be directed to the General Counsel, unless otherwise indicated herein.

Definitions

College Business

Any transaction or regularly conducted activity of the College.

College Office

Refers to any academic or administrative unit of the College.

College Record

Information in any medium (paper, electronic, etc.) and in any form (documents, papers, correspondence, plans, photographs or audio or video recordings, etc.) generated at any time, at any location, in connection with College business. Personal papers of an employee that are unrelated to the function of that person's academic or administrative unit, including scholarly materials produced by faculty and other materials unconnected to College activities, are expressly excluded from the definition of College Records.

Confidential Record

The following types of College Records are considered Confidential Records:

- "Education records" as defined by the Family Educational Rights and Privacy Act of 1974 as amended ("FERPA");
- Individual personnel or employment records, including records which concern hiring, appointment, promotion, demotion, transfer, tenure, compensation, performance, layoff, termination, or other circumstances of employment;

- “Treatment records” as defined by FERPA and/or records that include “protected health information” as defined by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”);
- Records the use of which has been restricted by contract;
- Records which might expose the College to legal liability if treated as non-confidential; and
- Any records containing personal information or restricted personal information as defined by the College’s [Personal Information Privacy and Protection Policy](#) (Policy #320).

Duplicate Record

A copy of a College Record maintained by a College Office other than the Responsible Office.

Electronic Record

Any College Record that is created, received, maintained and/or stored on College local workstations or central servers, regardless of the application used to create that Record. Examples of Electronic Records include, but are not limited to, electronic mail, word processing documents, scanned documents, spreadsheets, and databases. Unless otherwise specifically set forth in this Policy, maintenance and disposition of Electronic Records shall proceed on the same basis as Paper Records.

Originating Office

The College Office where a College Record is first created or received from a sender external to the College.

Paper Record

Any College Record maintained in a hard copy paper format, regardless of whether the record was originally created on paper or as an Electronic Record.

Required Retention Period

The retention period set forth in the College’s Records Retention Schedule (Attachment “A”).

Responsible Office

The College Office responsible for ensuring that a particular College Record is maintained for the Required Retention Period. Where multiple College Offices are responsible for action related to a single College Record, those Offices should agree as to which will be responsible for record retention and destruction in order to minimize the number of copies kept, while ensuring that College Records are retained as required.

Records Management Coordinator

College employee(s) within the Responsible Office who are responsible for:

- developing and/or maintaining practices and procedures to ensure their College Office is meeting its record retention responsibilities under this Policy;
- coordinating retention, preservation, and destruction of records in accordance with this Policy, and secure storage of electronic and physical records in accordance with the [Personal Information Privacy and Protection Policy](#) (Policy #320) and other data security policies and practices of the College;
- ensuring employees in their College Office comply with the Policy and reporting any known or suspected non-compliance; and
- logging, tracking, and ensuring compliance with any litigation hold directives or similar (described further below).

The Records Management Coordinator is the head of the Responsible Office or their assigned designee.

Managing and Maintaining College Records

Digitizing Paper Records

With prior approval of the General Counsel, College Records may be scanned and converted to Electronic Records for the purpose of reducing storage costs and/or improving access to the information. It is essential that all significant details of the original Paper Record be included in the new Electronic Record. The reformatting process must be documented and the original Paper Record discarded. Digitization without preservation of the original Paper Record is *not* permitted if digitization would affect the legal status of the original Paper Record (e.g. wills, and certain legal notices). This is why prior approval of the General Counsel is essential before pursuing digitization projects. Note that simply scanning College Records into an empty drive will not be approved; there must be a system in place to ensure that the now-Electronic Records are organized, and that there are appropriate safeguards in place to prevent unauthorized access to and/or modification of the College Records.

Safeguarding Against Unauthorized or Accidental Disclosure

Until College Records are properly disposed in accordance with the Records Retention Schedule, each College employee is accountable for securing and maintaining the College Records of their College Office, regardless of format or location. Each College Office shall designate a Records Management Coordinator who is accountable for ensuring that employees and others within the College Office are compliant with this Policy, and that individuals are granted access to Confidential Records only when such access is essential to the performance of their duties. Further, each Records Management Coordinator is responsible for ensuring that reasonable safeguards are in place to protect Confidential Records, and ensuring that individuals within the College Office are trained in this Policy and the relevant information security protocols. At all times documents containing personal information or restricted personal information as defined by the [Personal Information Privacy and Protection Policy](#) (Policy #320) must be maintained in compliance with that policy and with privacy and data security law, including satisfying all security

expectations for storing and transmitting Electronic Records and Paper Records, respectively, which contain personal information. In the event of a breach which could lead to the unauthorized or accidental disclosure of Confidential Records or personal information or restricted personal information more generally, an immediate report must be made to the General Counsel and the Associate Vice President, Information Technology, in accordance with that policy.

Depending on the Records involved, the College's records storage area may be located off-site, in the "Vault," or another location on campus. Supervision of the College's records storage area lies with the Vice President for Business and Finance.

Adhering to the Records Retention Schedule

The Records Retention Schedule sets forth the length of time College Records should be retained by the Responsible Office. See [Attachment A](#).

The General Counsel should be notified of any College Records not encompassed within the Records Retention Schedule. The General Counsel will determine, in consultation with appropriate personnel, whether to destroy the College Records in question, or add those College Records to the Records Retention Schedule.

Recognizing that the Responsible Office must maintain College Records in accordance with the Records Retention Schedule, Duplicate Records should be destroyed and disposed of as early as practical once no longer necessary to the operation of the College Office maintaining the Duplicate Record.

Certain categories of College Records are subject to a "review annually" Required Retention Period. Personnel in the Originating Office, in coordination with the Records Management Coordinator, will review those files annually, disposing of College Records that are no longer necessary for or relevant to the operation of the Originating Office.

Extending the Required Retention Period

College Records which have been retained beyond the Required Retention Period should be destroyed and disposed of, in accordance with this Policy, as early as practical.

Authorizing Destruction of College Records

Destruction of Electronic Records will be a coordinated effort between the Responsible Office and the Office of Information Technology Services. When the Required Retention Period for Electronic Records expires, the Responsible Office will initiate the process for the Records' destruction and disposal. The destruction of those Electronic Records will be authorized jointly by the head of the Responsible Office and the Chief Information Officer. If those individuals are unable to agree, destruction will be stayed pending review and final determination by the General Counsel.

Paper Records which are no longer needed by the Responsible Office for the day-to-day operation of that Office may be identified by employees within the Responsible Office and transferred to the College's records storage areas. When the Required Retention Period for those Records expires, the Responsible Office shall initiate the process for the Records' destruction and disposal. The destruction of those Records shall be authorized jointly by the Vice President for Business and Finance and the head of the Responsible Office. If those individuals are unable to agree, destruction will be stayed pending review and final determination by the General Counsel.

If Paper Records are still located within the Responsible Office as of the expiration of the Required Retention Period applicable to them, the Records Management Coordinator of the Responsible Office will initiate the process for the Records' destruction and disposal. The destruction of those Records shall be authorized by the head of the Responsible Office.

Safely and Securely Disposing of College Records

All Paper Records covered by the Records Retention Schedule shall be destroyed by shredding. All Electronic Records covered by the Records Retention Schedule shall be destroyed by or under the supervision of the Chief Information Officer or their designee.

Certifying Destruction of College Records

Upon destruction of Electronic or Paper Records, the individual responsible for the destruction must complete a Certificate of Destruction containing an inventory describing and documenting every Record, in any format, that has been authorized for destruction, as well as the date and method of destruction. See [Attachment B](#).

The Certificate of Destruction will also identify the individual who was responsible for the Record's destruction. The Certificate itself shall not contain confidential information. Two (2) copies of the Certificate of Destruction will be retained permanently: one in the Responsible Office and one stored electronically by the Office of Information Technology. The Responsible Office's Certificate of Destruction may be retained in paper, digital, or other format.

Suspending the Records Retention Schedule: Litigation Hold Directives

When litigation involving the College or its affiliates is filed or threatened, the law imposes a duty upon the College to preserve all Records that pertain to the issues involved. Once aware that litigation exists or is likely to be commenced, the College's General Counsel will issue a litigation hold directive to appropriate personnel. The litigation hold directive overrides the Records Retention Schedule. Records that may have otherwise been identified for destruction by the Records Retention Schedule should *not* be destroyed until the litigation hold directive has been lifted by the General Counsel. The suspension applies equally to Paper and Electronic Records, including Duplicate Records. No College employee who has been notified by the General Counsel of a litigation hold directive may alter or destroy a Record that falls within the scope of that litigation hold directive.

Any College employee who becomes aware of litigation or threatened litigation prior to receiving a litigation hold directive shall inform the General Counsel immediately and shall suspend the Records Retention Schedule until either (a) a litigation hold directive, defining the scope of the suspension, is issued by the General Counsel; or (b) the employee receives confirmation from the General Counsel that no litigation hold directive will be issued.

Related Policy

[Personal Information Privacy and Protection Policy](#) (Policy #320) (hyperlink)
[Right to Know Act](#) (Policy #311) (hyperlink)

RECORDS MANAGEMENT RETENTION POLICY - ATTACHMENT A

Records may be kept in either paper or electronic format consistent with the Policy unless a specific format is legally required. Historic documents shall be maintained in paper/hard copy format, or the original format of the historic document.

I. General Documents

Nature of Record	Responsible Office	Required Retention
1.1. Correspondence – Administrative (i.e. containing significant information about the College)	Originating Office	Ten Years
1.2. Correspondence – Executive (i.e. regarding significant events or the development of the College’s administrative structure, policies and procedures)	Originating Office	Permanent
1.3. Correspondence – General (i.e. containing no significant information relating to the College)	Originating Office	One Year
1.4. Event Files	Originating Office	Review annually

1.5. Outside Board, Commission, Association and Membership Organization Information	Originating Office	Five years from the expiration of the commitment for those documents reflecting a defined commitment to the organization; Three years for all others
1.6. Personal Files (e.g. hot topics, special projects, tasks)	Originating Office	Review annually
1.7. Releases and Waivers (e.g. Weight Room Release Forms, Activity/Trip Releases and Waivers, etc.)	Department Head	Seven years from the date of the subject activity or, if the waiver or release pertains to a minor, when the minor turns 25
1.8. Speeches	Originating Office	Review annually

II. Office of the President Documents

President's Office

Nature of Record	Responsible Office	Required Retention
2.1. Board of Trustees Documents	President's Office	Permanent
2.2. Cabinet Meeting Minutes	President's Office	Permanent

2.3. Calendars	President's Office	Ten Years
2.4. Committee Recommendation Approvals	President's Office	Permanent
2.5. Community College Plan and Amendments	President's Office	Permanent
2.6. Government Affairs Files	President's Office	Five years
2.7. Institutional Policies and Manuals	President's Office	Permanent
2.8. Internal Audit (Report)	President's Office	Ten years
2.9. Internal Audit (Work Papers)	President's Office	Three years
2.10. Presentations and Speeches	President's Office	Permanent
2.11. Strategic Plans and Planning Documents	President's Office	Permanent

Chief Engagement Office

Nature of Record	Responsible Office	Required Retention
2.12. Annual Report of Legislative Requests	Government Relations	Permanent
2.13 Draft and Proposed Legislation	Government Relations	Review annually
2.14. External Government Relations Meeting Minutes	Government Relations	Permanent

III. Office of General Counsel Documents**General Counsel**

Nature of Record	Responsible Office	Required Retention
3.1. Collective Bargaining Agreements	General Counsel	Permanent

3.2. Collective Bargaining Materials – Drafts	General Counsel	Until conclusion of next CBA negotiating cycle
3.3. Collective Bargaining Materials – Historical Documents	General Counsel	Permanent
3.4. Conflict of Interest Disclosures and Reviews	General Counsel	10 years
3.5. Litigation Files (includes subpoenas)	General Counsel	Ten years from termination of litigation or service of subpoena
3.6. President’s Personnel File	General Counsel	Six years from last date of President’s employment
3.7. Right to Know Law Documents (including requests)	General Counsel	Three years from date of response; If appeal is pending, records must be maintained through disposition of appeal (See 65 P.S. § 67.502)
3.8. Union Arbitration Decisions	General Counsel	Permanent
3.9. Union Grievance Files	General Counsel	Permanent
3.10. Union Information Requests	General Counsel	Three years from date of request

3.11. Union Settlement Agreements	General Counsel	Permanent
3.12. Whistleblower Reports and Reviews	General Counsel	10 years

Equal Education and Employment Office

Nature of Record	Responsible Office	Required Retention
3.13. ADA Accommodation Files	Equal Education and Employment Office	Six years from last date of employment (See 29 C.F.R. §§ 516.5 and 516.6; 29 C.F.R. §§ 1602.14 and 1602.49)
3.14. Consent Agreements with U.S. Department of Education	Equal Education and Employment Office	Permanent
3.15. Discrimination Complaint Files (plus logs) (External) (non-Title IX)	Equal Education and Employment Office	Files: Seven years from resolution for; Logs: Permanent
3.16. Discrimination Complaint Files (plus logs) (Internal) (non-Title IX)	Equal Education and Employment Office	Files: Seven years from resolution; Logs: Permanent

3.17. Sexual Harassment Training (Online and In-Person) (Includes sign in sheets, attendance lists, completion lists, evaluation materials, and training materials, including all materials used to train Title IX Coordinators, investigators, decision-makers, and individuals who facilitate informal resolutions)	Equal Education and Employment Office	Seven years
3.18. Other Civil Rights Training (Online and In-Person) (Includes sign-in sheets, attendance lists, completion lists, training materials, and evaluation materials)	Equal Education and Employment Office	Seven years
3.19. Sexual Harassment Complaint Files (Title IX and Other) (External and Internal) (Includes reports, complaints, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, such as	Equal Education and Employment Office	Seven years unless subject is a minor in which case seven years after subject reaches age of majority (25)

supportive measures provided (or, if not provided, why this was not clearly unreasonable); sexual harassment investigation records (including determinations regarding responsibility, audio or audiovisual recordings or transcripts, disciplinary sanctions imposed, and remedies provided); appeals and appeals decisions; and informal resolutions.		
3.20. Vets 4212 Report	Equal Education and Employment Office	Five years (See 41 C.F.R. § 61-300)

IV. Division of Academic and Student Success

Nature of Record	Responsible Office	Required Retention
4.1 Academic Program Audit Materials	Provost/VP of Academic and Student Success	Eleven years (See 22 Pa. Code § 35.21)
4.2 Accreditation Documents (Program Level)	Dean of Program Area	Permanent

4.3 Academic Actions, Sanctions and Appeals	AVP, Student Success and Engagement and Dean of Students	Permanent for student dismissals; Five years from graduation or last date of attendance for all others
4.4 Allied Health (Student) Records	Dean, Math, Science and Health Careers	Seven years from graduation or last date of attendance
4.5 Articulation Agreements	Provost/VP of Academic and Student Success	Permanent
4.6 Affiliation Agreements	Provost/VP of Academic and Student Success	Seven years from expiration
4.7 Attendance Books (Students)	Originating Faculty Office	One year from conclusion of course
4.8 Athletic Eligibility Forms	Director of Athletics	Five years from graduation or last date of attendance
4.9 Clubs and Organizations - Registrations	Director of Student Engagement	Three years
4.10 Clubs and Organizations – Faculty Advisor Agreements	Director of Student Engagement	Three years

4.11 Coaching Agreements	Director of Athletics	Seven years from expiration of contract
4.12 Course/Curricula Documents	Dean of Program	Six years (See 22 Pa. Code § 35.21)
4.13 Course-related Faculty Materials (e.g. examinations / tests, term papers)	Department Heads	One year from end of course, unless the subject of a student grievance/complaint, appeal, or similar, in which case maintain for retention period associated with that secondary process
4.14 Department and Division Manuals (including Degree Requirements)	Department Heads	Permanent
4.15 Department Evaluation Plan	Provost/VP of Academic and Student Success	Ten years from date of revision
4.16 Departmental Meeting Minutes	Department Heads	Permanent
4.17 Enrollment Statistics and Class Rosters / Lists (Course Level)	Department Heads	Permanent

4.18 Leadership Institute/Aspiring Leadership Fellowship Records	Provost/VP of Academic and Student Success	Review annually
4.19 Master Schedule	Provost/VP of Academic and Student Success/Information Technology	Permanent
4.20 Pedagogical Information (e.g. from Conferences)	Originating Offices	Review annually
4.21 Research Misconduct Records	Provost/VP of Academic and Student Success	Seven years
4.22 Standards for Grading and Qualifications for Graduation	Provost/VP of Academic and Student Success	Permanent (See 22 Pa. Code § 35.26)
4.23 Student ADA Accommodation Files	Center on Disability	Five years from graduation or last date of attendance
4.24 Student Complaint Files	Dean over Originating Office	Five years from graduation or last date of attendance

4.25 Student Discipline	Assistant Dean of Students	Ten years from date of incident; Permanent if student expelled
4.26 Student Life – Programming and Evaluations	Director of Student Engagement	Three years
4.27 Syllabi	Division Offices	Six years (See 22 Pa. Code § 35.21)
4.28 Teaching Evaluations (by Students)	Department Heads	Five years for all instructors; If tenure review pending or not yet commenced, maintain until tenure review process is complete. If evaluations are submitted to an employment file and/or tenure dossier, they become a part of those records and will be retained for the period designated for those records.
4.29 Tenure and promotion dossiers	Provost/VP of Academic and Student Success	Ten years after separation of the faculty member

V. Division of Strategic Initiatives and Community Engagement

Nature of Record	Responsible Office	Required Retention
5.1 ABLERecords	Dean, Adult and Community Education	See program-specific requirements; in the absence of a program- specific requirement, six years from the submission of the Final Expenditure Report or until all audits are complete and findings resolved, whichever is later (See PDE Bureau of Adult Basic and Family Literacy Education, Adult Education and Family Literacy Guidelines (Program Year 2022-2023), § 616))
5.2 ESL Records (Non-Credit)	Dean, Adult and Community Education	See program-specific requirements; In the absence of a program- specific requirement, six years from the submission of the Final Expenditure Report or until all audits are complete and findings resolved, whichever is later (See PDE Bureau of Adult Basic and Family Literacy Education, Adult Education and Family Literacy Guidelines (Program Year 2022-2023), § 616)

5.3	GED Records	Dean, Adult and Community Education	See program-specific requirements; In the absence of a program- specific requirement, six years from the submission of the Final Expenditure Report or until all audits are complete and findings resolved, whichever is later (See PDE Bureau of Adult Basic and Family Literacy Education, Adult Education and Family Literacy Guidelines (Program Year 2022-2023), § 616)
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VI. Division of Enrollment Management and Strategic Communications

Enrollment Management: Admissions, Financial Aid, Records and Registration, Student Tuition Services

Nature of Record	Responsible Office	Required Retention
6.1 20% Attendance Reports	Director, Student Records and Registration	Permanent
6.2 50% Attendance Reports	Director, Student Records and Registration	Permanent

6.3 Act 48 Credit/Hour Certificates	Director, Student Records and Registration	Six years from conclusion of course (See 24 P.S. § 1205.2)
6.4 ACT/SAT/TOEFL Exam and Score Reports	Director of Admissions	Five years from graduation or last date of attendance; Three years from receipt for individuals who do not enroll
6.5 Admissions Documents (enrolled students)	Director of Admissions	Five years from graduation or last date of attendance
6.6 Admissions Documents (individuals who do not enroll)	Director of Admissions	Three years
6.7 Amnesty Forms (Academic)	Director, Student Records and Registration	Permanent
6.8 Amnesty Forms (Time)	Director, Student Records and Registration	Permanent
6.9 Application/Registration for Non-Credit Enrollment	Director, Student Records and Registration	Five years from last date of attendance

6.10 Change of Curriculum Forms and Authorizations	Director, Student Records and Registration	Five years from graduation or last date of attendance
6.11 Change of Final Grade Forms	Director, Student Records and Registration	Permanent
6.12 Change of Information Forms (including changes to identification numbers)	Director, Student Records and Registration	Five years after graduation or last date of attendance
6.13 Credit by Examination Forms	Director, Student Records and Registration	Five years from graduation or last date of attendance
6.14 Credit for Life Experience Forms	Director, Student Records and Registration	Five years from graduation or last date of attendance
6.15 Degree Audit Records	Director, Student Records and Registration	Five years from graduation or last date of attendance
6.16 Drop/Add/Withdrawal Forms	Director, Student Records and Registration	Five years from graduation or last date of attendance

6.17 Federal Family Education Loan Program and Direct Loan Program Records	Director, Financial Aid	Records relating to a student or parent borrower's eligibility and participation must be retained for three years after the award year during which the student last attended the College (34 C.F.R. § 668.24(e)(2)(i)) Other records relating to the College's participation in the FFEL or Direct Loan Program, including records of any other reports or forms, must be retained for three years after the award year in which the records are submitted (34 C.F.R. § 668.24(e)(2)(ii))
6.18 Federal Student Aid Audits, Program Reviews and Investigations	Director, Financial Aid	If any Title IV loan, claim or expenditure is questioned by a Title IV program audit, program review, investigation or other review, the records must be maintained for the longer of the applicable Required Retention period or until the expenditure issue is resolved with the U.S. Department of Education (34 C.F.R. § 668.24(e)(3))
6.19 Federal Work Study	Director, Financial Aid	Records relating to administration of the program must be retained for three years after submission of the Fiscal Operations Report for the award year (34 C.F.R. § 668.24(e))
6.20 Fee Waiver	Director of Admissions	Five years from graduation or last date of attendance

6.21 FERPA – Disclosure Requests	Director, Student Records and Registration	Permanent
6.22 FERPA – Disclosures	Director, Student Records and Registration	Permanent
6.23 FERPA – Student’s Consent for Records Disclosure	Director, Student Records and Registration	Permanent
6.24 FERPA – Student Requests for Nondisclosure of Directory Information	Director, Student Records and Registration	Permanent
6.25 Final Grade Reports	Director, Student Records and Registration	Permanent
6.26 Foreign Student Records (F-1 visas)	Director of Admissions	Three years after student’s last date of attendance (8 C.F.R. § 214.3(g))
6.27 G.P.A. Maintenance Documents	Director, Student Records and Registration	Permanent

6.28 Graduation Lists	Director, Student Records and Registration	Permanent
6.29 Incomplete Grade Change Forms	Director, Student Records and Registration	Permanent
6.30 Pell Grant	Director, Financial Aid	Records relating to administration of program must be retained for three years after the award year (34 C.F.R. § 668.24(e))
6.31 Perkins Loan Program	Director, Financial Aid	Records relating to administration of program must be retained for three years after the award year (34 C.F.R. § 668.24(e)) Disbursement and electronic authentication and signature records for each loan made using a Master Promissory Note must be retained for three years from the date the loan is canceled, repaid or otherwise satisfied (34 C.F.R. § 674.19(e)(3)(ii)) Repayment records, including cancellation and deferment requests must be retained, for three years from the date on which a loan is assigned to the Secretary of Education, canceled or repaid (34 C.F.R. § 674.19(e)(3)(ii))

6.32 Registration Reinstatement Requests	Director, Student Records and Registration	Five years from graduation or last date of attendance
6.33 Requests for Fee Waivers	Director of Admissions	Five years from graduation or last date of attendance
6.34 Requests for Tuition Refund/Letter of Credit	Director, Student Records and Registration	Five years from graduation or last date of attendance
6.35 Scholarship Files (Recipient)	Director, Financial Aid	Five years from last disbursement
6.36 Student Death Certificates	Director, Student Records and Registration	Permanent
6.37 Student Long-Term Historical Records (includes permanent resident card, birth certificate, marriage certificate, ward of the court/orphan confirmation, verification/citizenship verification))	Director, Financial Aid	Ten years
6.38 Supplemental Educational Opportunity Grant Program	Director, Financial Aid	Records relating to administration of program must be retained for three years from the submission of the Fiscal

		Operations Report for the award year (34 C.F.R. § 668.24(e))
6.39 Transcript Request Forms	Director, Student Records and Registration	One year
6.40 Transcripts	Director, Student Records and Registration	Permanent
6.41 Transcripts from Other Postsecondary Institutions	Director, Student Records and Registration	Five years from graduation or last date of attendance for enrolled students; Three years from notification of rejection for others
6.42 Transcripts from Secondary Institutions (Dual Enrollment Students)	Director, Student Records and Registration	Permanent
6.43 Veterans Records	Director, Student Records and Registration	Three years from graduation or last date of attendance

Institutional Research

Nature of Record	Responsible Office	Required Retention
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6.44 Enrollment Statistics (Program Level)	Director, Institutional Research	Permanent
6.45 Institutional Survey and Reporting Records (HEGIS/IPEDS)	AVP, Institutional Effectiveness	Permanent for final reports, surveys and forms

Strategic Communications: Communications, Marketing, Special Events and Community Relations, Brand Management

Nature of Record	Responsible Office	Required Retention
6.46 Advertisements and Commercials	Marketing and Creative Services	Permanent
6.47 College Catalogs	Strategic Communications	Permanent
6.48 College Website	Marketing and Creative Services	Permanent
6.49 CNews	Communications	Permanent
6.50 HTML Emails	Communications	Permanent

6.51 Event Folders (excluding contracts)	Special Events and Community Relations	Review annually
6.52 Facilities Contracts for Outsiders to Use CCP	Special Events and Community Relations	Five years from expiration of contract
6.53 Institution Publications	Communications	Permanent
6.54 Legislative Requests and Responses	Marketing and Government Relations	Two years
6.55 Drafts of Marketing Materials	Marketing and Creative Services	Review annually
6.56 Marketing Plans	Marketing and Creative Services	Permanent
6.57 Marketing Publications	Marketing and Creative Services	Permanent
6.58 Marketing Research	Marketing and Creative Services	Review annually
6.59 Materials to Respond to Crisis Inquiries	Communications	Until updated or superseded

6.60 Event Photos and Video Footage	Special Events and Community Relations	Review Annually
6.61 Photo Release Forms (Marketing Purposes)	Marketing and Creative Services	Permanent
6.62 Press Clippings (of interest to CCP)	Communications	Review annually
6.63 Press Releases	Communications	Permanent
6.64 Talking Points, Statements, Prepared Remarks, Notes, etc. (non-published)	Communications	Review annually
6.65 Trademark	Brand Management and Operations	Permanent

VII. Division of Business and Finance

Budget and Financial Services

Nature of Record	Responsible Office	Required Retention
7.1 Annual Budget	Budget Office	Permanent

7.2 Bookstore Commission Reports	Budget Office	Current plus seven years
7.3 Budget (Approved)	Budget Office	Permanent
7.4 Certificates of Insurance (College)	Budget Office	Five years from expiration
7.5 Certificates of Insurance (Vendor)	Budget Office	Five years from expiration
7.6 Insurance – Closed Claims (no litigation)	Budget Office	Seven years or until claimant turns 25 years of age, whichever is later
7.7 Insurance Policies (including proof of payment of premiums)	Budget Office	Permanent
7.8 Settlements (records of and proof of payment)	Budget Office	Permanent
7.9 Parking Records (e.g. receipts, permit applications, monthly vendor reports)	Budget Office	Current plus seven years

Business Services

Nature of Record	Responsible Office	Required Retention
7.10 Shipping Records (e.g. Federal Express, UPS)	Mailroom	Three years

Controller

Nature of Record	Responsible Office	Required Retention
7.11 Accounts Payable Records	Controller	Current plus seven years
7.12 Accounts Receivable Records	Controller	Current plus seven years
7.13 Annual Financial Statements	Controller	Permanent
7.14 Audit Reports	Controller	Permanent
7.15 Bank Statements and Cancelled Checks	Controller	Current plus seven years

7.16 Banner End of Year Instructions	Controller	Current
7.17 Banner Training Materials	Controller	Current
7.18 Bills and Payment Records	Controller	Current plus seven years
7.19 Books of Account	Controller	Current plus seven years
7.20 Deposit Slips	Controller	Current plus seven years
7.21 Fixed Asset Records	Controller	Permanent
7.22 Form 990	Controller	Three years from last date for filing
7.23 Invoices	Controller	Current plus seven years
7.24 Payroll Documents	Controller	Current plus seven years
7.25 Payroll – Records	Controller	Current plus seven years
7.26 P-Card Transaction Receipts/Images	Controller	Seven years from the date of transaction

7.27 Records Supporting Items of Income, Deductions and Credits	Controller	Current plus seven years
7.28 State Audit	Controller	Permanent
7.29 State Audit Appeals	Controller	Permanent
7.30 Travel Reimbursements	Controller	Current plus seven years
7.31 Tuition Remission	Controller	Five years from graduation or last day of attendance
7.32 Wire Transfer Files	Controller	Current plus seven years

Facilities

Nature of Record	Responsible Office	Required Retention
7.33 Building Automation Systems	Director, Facilities and Construction Management	Five years
7.34 Building Specifications for Contracts (e.g. weight control)	Director, Facilities and Construction Management	Permanent

7.35 CAD Drawings	Director, Facilities and Construction Management	Five years after disposition of property
7.36 Construction – Building Plans, Blueprints and Design Plans	Director, Facilities and Construction Management	Permanent
7.37 Construction – Engineering Studies and Reports	Director, Facilities and Construction Management	Permanent
7.38 Construction – General File Materials	Director, Facilities and Construction Management	Five years from project completion
7.39 Construction – Licenses and Permits	Director, Facilities and Construction Management	Permanent
7.40 Equipment Maintenance	Director, Facilities and Construction Management	Three years after disposition of equipment
7.41 Environmental Health and Safety Records (asbestos, chemical or blood borne pathogen exposure)	Director, Facilities and Construction Management	Thirty Years

7.42 Leases	Director, Facilities and Construction Management	Five years from expiration of lease
7.43 Operations Manuals	Originating Office	Permanent
7.44 Payroll – Individual Time Reports	Originating Office	Current plus seven years
7.45 Safety Equipment Testing Records (fire extinguishers, eye wash stations, fume hoods, etc.)	Director, Facilities and Construction Management	Three Years
7.46 SDS Forms	Director, Facilities and Construction Management	Thirty years
7.47 Vehicle Leases	Director, Facilities and Construction Management	Five years after expiration
7.48 Vehicle Maintenance Records	Director, Facilities and Construction Management	Five years after disposition of vehicle
7.49 Work Orders (Service, Maintenance, Repairs)	Director, Facilities and Construction Management	One year

Human Resources Documents

Nature of Record	Responsible Office	Required Retention
7.50 Benefit Plan Documents	Human Resources	Permanent
7.51 Employee Benefit Files	Human Resources	Six years from termination of employee's (former employee's) benefits
7.52 Employee Discipline Files	Human Resources	Six years from last date of employment
7.53 Employee and Faculty Handbooks	Human Resources	Permanent
7.54 Employee Relations Complaint Files (aka non-union Faculty and Employee Grievances) (not resulting in litigation; excluding discrimination and harassment)	Human Resources	Six years from last date of employment

7.55 Faculty Extended/Released Time Project Record	Human Resources	Six years from last date of employment
7.56 FMLA and Other Leave Records	Human Resources	Six years (Note that regulations identify documents that must be maintained for the retention period. See, e.g., 29 C.F.R. § 825.500)
7.57 Higher Education Staff Information Report (EEO-6)	Human Resources	Three years from filing date (29 C.F.R. § 1602.50)
7.58 I-9 Forms	Human Resources	Three years from date of hire or one year from last date of employment, whichever is later (8 C.F.R. § 274a.2(b)(2))
7.59 Materials for Future Employee Handbooks	Human Resources	Review annually
7.60 Organizational Development	Human Resources	Permanent
7.61 Pennsylvania New Hire Report	Human Resources	Three years from filing date
7.62 Personnel Files (including application, resume, appointment/salary)	Human Resources	Six years from last date of employment (See 29 C.F.R. §§ 516.5 and 516.6; 29

forms, contracts, performance evaluations, etc.)		C.F.R. §§ 1602.14 and 1602.49; 29 C.F.R. § 1620.32; 29 C.F.R. § 1627.3)
7.63 Pre-Employment Records For Applicants Who Are Not Hired (e.g. applications, resumes, interview notes, etc.)	Human Resources	Three years from date of rejection notification or creation of record, whichever is later
7.64 Clearances and Background Checks (e.g. child abuse clearances)	Human Resources	Six years from last date of employment
7.65 Sabbatical Files	Human Resources	Six years from last date of employment
7.66 Spreadsheets for Paying for Advising	Human Resources	Six years (See 29 C.F.R. §§ 516.5 and 516.6)
7.67 Statistical Data Reports re: Employees	Human Resources	Ten years
7.68 Temporary Employee Files	Human Resources	Six years from last date of employment (See 29 C.F.R. §§ 516.5 and 516.6; 29 C.F.R. §§ 1602.14 and 1602.49; 29 C.F.R. § 1620.32; 29 C.F.R. § 1627.3)
7.69 Training	Human Resources	Review annually

7.70 Unemployment Compensation Records	Human Resources	Five years from date last contribution relating to the record has been paid (See 43 P.S. § 766)
7.71 Worker's Compensation Records	Human Resources	Ten years
7.72 Work Study Student Employee Files	Human Resources	If Federal work study, three years from submission of the Fiscal Operations Report for the award year (34 C.F.R. § 668.24(e); If not Federal work study, three years from graduation or the last date of attendance.

Information Technology Documents

Nature of Record	Responsible Office	Required Retention
7.73 Acceptable Use Forms (Employees)	Information Technology	Three years from last date of employment
7.74 Banner Implementation Information	Information Technology	Permanent
7.75 Banner Security Forms (Employees)	Information Technology	Three years from last date of employment

7.76 Blueprints	Information Technology	Permanent
7.77 Breach Notification Records	Information Technology	Seven years
7.78 Department Procedures	Information Technology	Permanent
7.79 Emergency Response Information	Information Technology	Permanent
7.80 IT Investigations Resulting in No Discipline	Information Technology	One year from closure of investigation
7.81 IT Investigations Resulting in Discipline	Information Technology	Five years from last date of last employment (employees) or date of last attendance (students)
7.82 Laptop Pool Sign-Out Form	Information Technology	One year
7.83 Master Schedule	Provost/VP of Academic and Student Success/Information Technology	Permanent

7.84 Remote Site Information (e.g. Wiring, Leases, Classroom Software)	Information Technology	Permanent
7.85 Snapshots of Databases	Information Technology	Permanent
7.86 Training Materials	Information Technology	Review annually

Public Safety

Nature of Record	Responsible Office	Required Retention
7.87 Access Control System	Public Safety	Three years
7.88 After-Hours Sign-In Logbook	Public Safety	Three years
7.89 Crime Reporting – Documents Underlying and Required to Substantiate Pennsylvania Uniform Crime Reports	Public Safety	Four years (See 18 P.S. § 20.101, et seq. and 22 Pa. Code § 33.111)
7.90 Crime Reporting – Documents Underlying and	Public Safety	Seven years (See 20 U.S.C. § 1092(f)(1)(F); 34 C.F.R. § 668.24))

Required to Substantiate Federal Campus Crime Reports (Clery Act)		
7.91 ChildLine Reports regarding known or suspected child abuse	Public Safety	Until the subject reaches the age of majority plus seven years (25)
7.92 Digital Security Cameras	Public Safety	Overwritten every thirty days
7.93 Documents Underlying and Required to Substantiate Fire Safety Report	Public Safety	Five years (See 20 U.S.C. § 1092(i); 34 C.F.R. § 668.24)
7.94 Electronic Tour System	Public Safety	Three years
7.95 Emergency Response Team	Public Safety	Seven years
7.96 Health and Safety Equipment Testing (AEDs, etc.)	Public Safety	Three Years
7.97 Employee Disciplinary Records Relevant to Campus Security	Public Safety	Seven years from incident or six years from last date of employment, whichever is longer

(e.g. employee removed from campus)		
7.98 Identification Cards	Public Safety	Five years from graduation or last date of attendance
7.99 Incident Reports	Public Safety	Seven years or, if the subject is a minor, until they reach the age of majority plus seven years (25)
7.100 Lost and Found	Public Safety	Review annually
7.101 Pandemic Planning	Public Safety	Until updated or superseded

Purchasing

Nature of Record	Responsible Office	Required Retention
7.102 Contracts and Related Correspondence	Director, Purchasing	Five years after expiration of contract (See 42 Pa. C.S. § 5525)
7.103 Purchase Orders	Director, Purchasing	Current plus seven years
7.104 Purchasing – Advertising	Director, Purchasing	Seven years

7.105 Purchasing – Bid Documents (Accepted)	Director, Purchasing	Seven years after completion
7.106 Purchasing – Bid Documents (Rejected)	Director, Purchasing	Three years from rejection
7.107 Requisition Files	Director, Purchasing	Current plus seven years
7.108 Vendor Files	Director, Budget and Financial Services	Review annually

Other Business and Finance Records

Nature of Record	Responsible Office	Required Retention
7.109 Accreditation Documents (Institutional Level)	VP, Business and Finance	Permanent
7.110 Bond Records	VP, Business and Finance	Permanent
7.111 Budget Documents – City	VP, Business and Finance	Ten years
7.112 Budget Documents – State	VP, Business and Finance	Ten years

7.113 Deeds	VP, Business and Finance	Permanent
7.114 Facilities Master Plan	VP, Business and Finance	Permanent
7.115 Financial Statements	VP, Business and Finance	Permanent
7.116 Planning and Finance Goals	VP, Business and Finance	Permanent
7.117 Property Appraisals	VP, Business and Finance	Permanent

VIII. Division of Institutional Advancement Documents

Nature of Record	Responsible Office	Required Retention
8.1 Accreditation Documentation, Including Self-Study	Institutional Advancement	Permanent NOTE: Background information necessary for self-study should be kept the longer of the retention period identified elsewhere in this retention schedule or eleven years

8.2 Alumni Membership Records	Institutional Advancement	As updated
8.3 Alumni Gift Entry Validation Reports	Institutional Advancement	Permanent
8.4 Alumni Council Records	Institutional Advancement	Permanent
8.5 Annual Donor Reports	Institutional Advancement	Permanent
8.6 Annual Finance Reports	Institutional Advancement	Permanent
8.7 Annual Giving Reports	Institutional Advancement	Permanent
8.8 Donor Gift files	Institutional Advancement	Permanent
8.9 Foundation Board Documents	Institutional Advancement	Permanent
8.10 Foundation Donor Endowment Agreements	Institutional Advancement	Permanent
8.11 Foundation Donor Checks	Institutional Advancement	Seven years from year in which donation made

8.12 Grant Administration Documents	Institutional Advancement	Five years from the date the grantee submits its final expenditure report; if renewed quarterly or annually, then three years from submission of report (See 34 C.F.R. § 74.53(b)) If the grant is the subject of any litigation, claim or audit started before the expiration of the five year period, then records must be maintained the longer of the retention period or until the issue is resolved and final action is taken (See 34 C.F.R. § 74.53(b)(1)) Records for real property and equipment acquired with Federal funds shall be retained for five years after final disposition of property (See 34 C.F.R. § 74.53(b)(2))
8.13 Scholarship Files (Recipient)	Institutional Advancement	Five years from last disbursement
8.14 Trusts and Bequests (Wills)	Institutional Advancement	Permanent

RECORDS MANAGEMENT AND RETENTION POLICY

Memorandum #313 Records Management and Retention Policy

August 1, 2023 November 15, 2010 Revised September 9, 2025

Date Issued: November 15, 2010

Approved by: President

Policyholder: Office of General Counsel

Purpose

The Purpose of this Records Management and Retention Policy (the "Policy") is to:

- ~~To~~ Establish accountability for College Records management and retention;
- ~~To~~ Define certain terms relevant to College Records management and retention;
- ~~To~~ Strengthen safeguards against the unauthorized or accidental disclosure of Confidential Records;
- ~~To~~ Establish the length of time certain categories of College Records are required to be maintained and stored;
- ~~To~~ Establish the time at which certain categories of College Records should be destroyed, absent exceptional circumstances, in order to allow for the preservation of records maintenance space; and
- ~~To~~ Establish appropriate College Records destruction practices and processes.

The College's records management and retention program shall, as appropriate, incorporate existing policies and procedures, as described herein that control reasonably foreseeable risks. For the definitions of capitalized terms contained in this Policy, see the "Definitions" section below.

Policy

~~It is the policy of t~~The Community College of Philadelphia ("CCP" or the "College") is committed to complying with applicable laws and best practices with regard to the College Records it maintains, and to applying those laws and practices consistently across College Offices. This Policy applies to all College employees, both faculty and staff, as well

as non-employees (such as contractors and/or volunteers), who conduct business on behalf of the College. Failure to comply with this Policy may result in disciplinary action (up to and including termination) and/or legal action. Known or suspected non-compliance with this Policy (e.g. known or suspected destruction of College Records that are required by this Policy to be retained) should be promptly reported to the General Counsel. Reports can also be made to the College's hotline at: 1-888-261-1669 or www.ethicspoint.com.

This Policy requires the following:

- College Records will be retained for as long as required by law and the College's Records Retention Schedule (Attachment "A"), in a responsible and secure manner;
- College Records will be easily accessible and retrievable in a timely manner throughout their Required Retention Period;
- College Records will be disposed of after expiration of the Required Retention Period in accordance with the College's destruction procedures; and
- Records with potential historical value to the College, but for which the Required Retention Period has expired, will be determined by [General Counsel with approval of the President](#). [General Counsel will](#) perform an appraisal to ensure that records deemed to have enduring historical, administrative, legal, or fiscal value are preserved.

Questions about this Policy should be directed to the General Counsel, unless otherwise indicated herein.

Definitions

College Business

Any transaction or regularly conducted activity of the College.

College Office

Refers to any academic or administrative unit of the College.

College Record

Information in any medium (paper, electronic, etc.) and in any form (documents, papers, correspondence, plans, photographs or audio or video recordings, etc.) generated at any time, at any location, in connection with College business. Personal papers of an employee that are unrelated to the function of that person's academic or administrative unit, including scholarly materials produced by faculty and other materials unconnected to College activities, are expressly excluded from the definition of College Records.

"Confidential Record" –

The following types of College Records are considered Confidential Records:

- "Education records" as defined by the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA");
- Individual personnel or employment records, including records which concern hiring, appointment, promotion, demotion, transfer, tenure, compensation, performance, layoff, termination, or other circumstances of employment;
- "Treatment records" as defined by FERPA and/or Rrecords that include "protected health information" as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA");
- Records the use of which has been restricted by contract;
- Records which might expose the College to legal liability if treated as non-confidential;
- ~~All administrative records of the College, with exceptions as specifically defined by the General Counsel, including those records which must be open in conformance with Pennsylvania's Right-to-Know Law, as amended; and~~
- ~~Records which might expose the College to legal liability if treated as non-confidential.~~
- Any records containing personal information or restricted personal information as defined by the College's Personal Information Privacy and Protection Policy (Policy #320).

Duplicate Record

A copy of a College Record maintained by a College Office other than the Responsible Office.

Electronic Record

Any College Record that is created, received, maintained and/or stored on College local workstations or central servers, regardless of the application used to create that Record. Examples of Electronic Records include, but are not limited to, electronic mail, word processing documents, scanned documents, spreadsheets, and databases. Unless otherwise specifically set forth in this Policy, maintenance and disposition of Electronic Records shall proceed on the same basis as Paper Records.

Originating Office

The College Office where a College Record is first created or received from a sender external to the College.

Paper Record

Any College Record maintained in a hard copy paper format, regardless of whether the Rrecord was originally created on paper or as an Electronic Record.

Required Retention Period

The retention period set forth in the College's Records Retention Schedule (Attachment "A").

Responsible Office

The College Office responsible for ensuring that a particular College Record is maintained for the Required Retention Period. Where multiple College Offices are responsible for action related to a single College Record, those Offices should agree as to which will be responsible for record retention and destruction in order to minimize the number of copies kept, while ensuring that College Records are retained as required.

~~Responsible Office~~ Records Management Coordinator ~~Liaison~~

College employee(s) within the Responsible Office assigned by the head of their academic or administrative unit and who are responsible for:

- developing and/or maintaining practices and procedures to ensure their College Office is meeting its record retention responsibilities under this Policy;
- coordinating retention, preservation, and destruction of records in accordance with this Policy, and secure storage of electronic and physical records in accordance with the Personal Information Privacy and Protection Policy (Policy #320) and other data security policies and practices of the College;
- ensuring employees in their College Office comply with the Policy and reporting any known or suspected non-compliance; and
- ~~serving as a point of contact~~ logging, tracking, and ensuring compliance ~~for~~ with any litigation hold directives or similar (described further below).

The Records Management Coordinator ~~is~~ the head of the Responsible Office or their assigned designee.

~~Procedures~~ Managing and Maintaining College Records ~~Electronic Records~~

Digitizing Paper Records

With prior approval of the General Counsel, College Records may be scanned and converted to Electronic Records for the purpose of reducing storage costs and/or improving access to the information. It is essential that all significant details of the original Paper Record ~~must~~ be included in the new Electronic Record. The reformatting process must be documented and the original Paper Record discarded. Digitization without preservation of the original Paper Record is *not* permitted if digitization would affect the legal status of the original Paper Record (e.g. wills, and certain legal notices). This is why prior approval of the General Counsel is essential before pursuing digitization projects. Note that simply scanning College Records into an empty drive will not be approved; there must be a system in place to ensure that the now-Electronic Records are organized, and that there are appropriate safeguards in place to prevent unauthorized access to and/or modification of the College Records.

~~Unless otherwise specifically set forth in this Policy, maintenance and disposition of Electronic Records shall proceed on the same basis as Paper Records.~~

Managing Email Responsibly

Given the prevalence of email communication, recognizing when an email constitutes a College Record for which retention is required is essential. Employees should treat emails the same as they would hard copy letter correspondence: if the paper letter should be preserved, so too should the email. Most emails are transitory in nature; ~~they~~, will not be required to be retained and can be destroyed by deletion. However, prior to deleting any email, the employee should review the content of the email and determine whether it is a College Record required to be retained under the Records Retention Schedule, or due to a litigation hold directive (discussed further below). If so, the email should not be deleted and care should be taken that emails requiring preservation are not inadvertently deleted in connection with batch deletions for emails of a certain age, in connection with auto-updates, and similar ~~deletions~~.

Safeguardings Against Unauthorized or Accidental Disclosure

Until College Records are properly disposed in accordance with the Records Retention Schedule, each Office of the College employee is accountable for securing and maintaining theirs College Records of their College Office, regardless of format or location. ~~Each College Office will be assigned~~ shall designate a Records Management Liaison Coordinator who is accountable for ensuring that employees within the Office, and others within the College Office, are compliant with this Policy, and that the privacy of College Records is maintained, with individuals only being granted access to Confidential Records only when such access is essential to the performance of their duties. ~~Further, each Records Management Liaison Coordinator is responsible for ensuring that reasonable safeguards are in place to protect Confidential Records, and Office must ensure that individuals within the College Office those granted access are trained in this Policy and the relevant information security protocols employ reasonable safeguards to protect the Confidential Records. At all times documents containing personal information or restricted personal information as defined by the Personal Information Privacy and Protection Policy (Policy #320) must be maintained in compliance with that policy and with privacy and data security law, including satisfying all security expectations for storing and transmitting Electronic Records and Paper Records, respectively, which contain personal information. In the event of a breach which could lead to the unauthorized or accidental disclosure of Confidential Records or personal information or restricted personal information more generally, an immediate report must be made to the General Counsel and the Associate Vice President, Information Technology, in accordance with that policy.~~

Depending on the Records involved, the College's records storage area may be located off-site, in the "Vault," or another location on campus. Supervision of the College's records storage area lies with the Vice President for ~~Planning~~ Business and Finance.

Adhering to the Records Retention Schedule

The Records Retention Schedule sets forth the length of time College Records should be retained by the Responsible Office. See Attachment A.

The General Counsel should be notified of any College Records not encompassed within the Records Retention Schedule. The General Counsel will determine, in consultation with appropriate Department personnel, whether to destroy the College Records in question, or add those College Records to the Records Retention Schedule.

Recognizing that the Responsible Office must maintain College Records in accordance with the Records Retention Schedule, Duplicate Records should be destroyed and disposed of as early as practical once no longer necessary to the operation of the College Office maintaining the Duplicate Record.

Certain categories of College Records are subject to a "review annually" Required Retention Period.- Personnel in the Originating Office, in coordination with the Records Management Coordinator, will review those files annually, disposing of College Records that are no longer necessary for or relevant to the operation of the Originating Office.

Extending the Required Retention Period

College Records which have been retained beyond the Required Retention Period should be destroyed and disposed of, in accordance with this Policy, as early as practical. That said, a Responsible Office is permitted to extend the Required Retention Period for College Records until December 31 of the year of destruction if doing so would enable the Responsible Office to destroy all College Records for which the Required Retention Period is expiring in a year in one transaction. Put another way, if a Responsible Office has College Records in its possession for which the Required Retention Period will expire at various times throughout the year, it is acceptable for the Responsible Office to delay destruction for some of the College Records as long as all have been destroyed by December 31.

Authorizing Destruction of College Records Authorization

Destruction of Electronic Records will be a coordinated effort between the Responsible Office and the Office of Information Technology Services. -When the Required Retention Period for Electronic Records expires, the Responsible Office will initiate the process for the Records' destruction and disposal. -The destruction of those Electronic Records will be authorized jointly by the senior officer in head of the Responsible Office and the Chief Information Officer. -If those individuals are unable to agree, destruction will be stayed pending review and final determination by the General Counsel.

Paper Records which are no longer needed by the Responsible Office for the day-to-day operation of that Office may be identified by Department staff/employees within the Responsible Office and transferred to the College's records storage areas. When the Required Retention Period for those Records expires, the Responsible Office shall initiate the process for the Records' destruction and disposal. -The destruction of those Records shall be authorized jointly by the Vice President for Planning/Business and Finance and the senior officer/head of the Responsible Office. If those individuals are unable to agree, destruction will be stayed pending review and final determination by the General Counsel.

~~If those individuals are unable to agree, destruction will be stayed pending review and final determination by the General Counsel.~~ If Paper Records are still located within the Responsible Office as of the expiration of the Required Retention Period applicable to them, the ~~senior officer~~ Records Management Coordinator of the Responsible Office will initiate the process for the Records' destruction and disposal. The destruction of those Records shall be authorized by the head of the Responsible Office.

Safely and Securely Disposing of College Records

All Paper Records ~~constituting Confidential Records~~ covered by the Records Retention Schedule shall be destroyed by shredding. ~~All Paper Records that are not Confidential Records should be recycled.~~ All Electronic Records covered by the Records Retention Schedule shall be destroyed by or under the supervision of the Chief Information Officer or their designee.

Certifying Destruction of College Records ~~[Certificate of Destruction]~~

Upon destruction of Electronic or Paper Records, the individual responsible for the destruction must complete a ~~The~~ Certificate of Destruction containing ings an inventory describing and documenting every Record, in any format, that has been authorized for destruction, as well as the date and method of destruction. See Attachment B.

The Certificate of Destruction will also identify the individual who was responsible for the Record's destruction. -The Certificate itself shall not contain confidential information. -Two (2) copies of the Certificate of Destruction will be retained permanently: one in the Responsible Office and one stored electronically by the Office of Information Technology. The Responsible Office's ~~-Certificates~~ of Destruction ~~-records~~ may be retained in paper, digital, or other format.

Suspension of the Records Retention Schedule; and ~~Litigation Hold Directives~~

When litigation involving the College or its affiliates/employees is filed or threatened, the law imposes a duty upon the College to preserve all Records that pertain to the issues involved. -Once aware that litigation exists or is likely to be commenced, the College's General Counsel will issue a litigation hold directive to appropriate personnel. -The litigation hold directive overrides the Records Retention Schedule. Records that may have otherwise been identified for called for the destruction by the Records Retention Schedule should not be destroyed of the relevant Records until the litigation hold directive has been lifted by the General Counsel. -The suspension applies equally to Paper and Electronic Records, including Duplicate Records. -No College employee who has been notified by the General Counsel of a litigation hold directive may alter or destroy a Record that falls within the scope of that litigation hold directive.

Any College employee who becomes aware of litigation or threatened litigation prior to receiving a litigation hold directive shall inform the General Counsel immediately and shall suspend the Records Retention Schedule until either (a) a litigation hold directive, defining

the scope of the suspension, is issued by the General Counsel; or (b) the employee receives confirmation from the General Counsel that no litigation hold directive will be issued.

~~Depending on the Records involved, the College's records storage area may be located off site, in the "Vault," or another location on campus. Supervision of the College's records storage area lies with the Vice President for Planning and Finance.~~

Related Policy

[Personal Information Privacy and Protection Policy \(Policy #320\) \(hyperlink\)](#)

[Right to Know Act \(Policy #311\) \(hyperlink\)](#)

RECORDS MANAGEMENT RETENTION POLICY - ATTACHMENT A

Explanatory note: This Redline includes only those documents/records that have substantive revisions, or are additions or deletions from the current schedule. It does not include records for which only the office name has been changed or updated. The numbering reflects the prior numbering scheme, not the numbering scheme in the revised and updated schedule. The purpose of this redline is to show substantive changes which are difficult to identify in the primary redline document due to the substantial reorganization and changes made to the schedule.

The “Format” column in the prior Attachment A was removed because the documents listed below may be retained in paper or electronic formats consistent with the Policy unless a specific format is legally required. Documents of historical value as described in the policy shall be maintained in paper/hard copy format, or the original format of the historic document.

Nature of Record	Responsible Office	Required Retention
x.x. Conflict of Interest Disclosures and Reviews	General Counsel	10 years
x.x. Whistleblower Reports and Reviews	General Counsel	10 years
3.6. Right to Know Law Documents (including requests)	General Counsel	Three years from date of response; If appeal is pending, records must be maintained through disposition of appeal (See 65 P.S. § 67.502)

4.5. Employee and Faculty Handbooks	Human Resources	Permanent
4.6. Employee Relations Complaint Files (aka non-union Faculty and Employee Grievances) (not resulting in litigation; excluding discrimination and harassment)	Human Resources	Six years from last date of employment Three years from notification of resolution of complaint
4.8. FMLA and Other Leave Records	Human Resources	Six years (Note that regulations identify documents that must be maintained for the retention period. See, e.g., 29 C.F.R. § 825.500)
x.x. Clearances and Background Checks (e.g. child abuse clearances)	Human Resources	Six years from last date of employment
4.17. Spreadsheets for Paying for Advising	Human Resources	Six even years (See 29 C.F.R. §§ 516.5 and 516.6)
x.x. Worker's Compensation Records	Human Resources	Ten years
x.x Breach Notification Records	Information Technology	Seven years

<u>x.x. Research Misconduct Records</u>	<u>Provost/VP of Academic and Student Success</u>	<u>Seven years</u>
6.1. ABLE Records	Dean, Adult and Community Education <u>AVP, Adult and Community Education</u>	See program-specific requirements; in the absence of a program- specific requirement, six years from the submission of the Final Expenditure Report or until all audits are complete and findings resolved, whichever is later (See PDE Bureau of Adult Basic and <u>Family</u> Literacy Education, Adult Education and Family Literacy <u>Application</u> Guidelines (Program Year 20 <u>22</u> 09-20 <u>23</u> 10), § <u>46</u> 162))
<u>x.x. Affiliation Agreements</u>	V.P. Academic Affairs <u>Provost/VP Academic and Student Success</u>	<u>Seven years from expiration</u>
6.14. Department and Division Manuals <u>(including Degree Requirements)</u>	Department Heads	Permanent
6.17. Enrollment Statistics <u>and Class Rosters / Lists</u> (Course Level)	Department Heads	Permanent

6.18. ESL Records (Non-Credit)	Dean, Adult and Community Education <u>AVP, Adult and Community Education</u>	See program-specific requirements; In the absence of a program- specific requirement, six years from the submission of the Final Expenditure Report or until all audits are complete and findings resolved, whichever is later (See PDE Bureau of Adult Basic and <u>Family</u> Literacy Education, Adult Education and Family Literacy <u>Application</u> Guidelines (Program Year 20 <u>22</u> 09-20 <u>23</u> 10), § <u>46</u> 126)
6.19. GED Records	Dean, Adult and Community Education <u>AVP, Adult and Community Education</u>	See program-specific requirements; In the absence of a program- specific requirement, six years from the submission of the Final Expenditure Report or until all audits are complete and findings resolved, whichever is later (See PDE Bureau of Adult Basic and <u>Family</u> Literacy Education, Adult Education and Family Literacy <u>Application</u> Guidelines (Program Year 20 <u>22</u> 09-20 <u>23</u> 10), § <u>64</u> 126)
6.20. Leadership Institute/ <u>Aspiring Leadership Fellowship</u> Records	V.P. Academic Affairs <u>Provost/VP Academic and Student Success</u>	Review annually

<u>x.x. Course-related Faculty Materials (e.g. examinations / tests, term papers)</u>	<u>Department Heads</u>	<u>One year from end of course, unless the subject of a student grievance/complaint, appeal, or similar, in which case maintain for retention period associated with that secondary process</u>
<u>x.x. Tenure and promotion dossiers</u>	<u>Provost/VP Academic and Student Success</u>	<u>Ten years after separation of the faculty member</u>
6.27. Teaching Evaluations (by Students)	Department Heads	Five years for all tenured and adjunct instructors; If tenure review pending or not yet commenced, maintain until tenure review process is complete. <u>If evaluations are submitted to an employment file and/or tenure dossier, they become a part of those records and will be retained for the period designated for those records.</u>
<u>x.x. Student ADA Accommodation Files</u>	<u>Center on Disability</u>	<u>Five years from graduation or last date of attendance</u>
7.14. Change of Information Forms <u>(including changes to identification numbers)</u>	Director, Student Records and Registration	Five years after graduation or last date of attendance

7.15. Clubs and Organizations – Faculty Advisor Agreements	Director of Student Life <u>Director of Student Engagement</u>	Three years
7.16. Clubs and Organizations - Registrations	Director of Student Life <u>Director of Student Engagement</u>	Three years
7.17. Coaching Agreements	Director of Athletics	Seven years from expiration of contract
7.18. Committee Files	Committee Chair	Permanent for minutes; Five years for other file materials
7.19. Counseling Files and Records	Department Head, Counseling	Seven years from date of last visit, <u>unless the patient was a minor, in which case retain until patient reaches age of majority plus seven years (25)</u>
7.28. FERPA – Disclosure Requests	Director, Student Records and Registration	To be kept for the life of the student record file (34 C.F.R. § 99.32) <u>Permanent</u>
7.29. FERPA – Disclosures	Director, Student Records and Registration	To be kept for the life of the student record file (34 C.F.R. § 99.32) <u>Permanent</u>

7.30. FERPA – Student’s Consent for Records Disclosure	Director, Student Records and Registration	Five years from date of consent termination <u>Permanent</u>
7.31. FERPA – Student Requests for Nondisclosure of Directory Information	Director, Student Records and Registration	Until request withdrawn by student; if request is not withdrawn, then permanent <u>Permanent</u>
7.33. Foreign Student Records (F-1 visas)	Director of Admissions	One year following notification to INS that student is not pursuing full course of study or t <u>Three years after student’s last date of attendance, whichever is later (8 C.F.R. § 214.3(g))</u>
7.36. Graduation Records (Individual Student)	Director, Student Records and Registration	Five years from graduation or last date of attendance
7.45. Student Death Certificates	Director, Student Records and Registration	Ten years <u>Permanent.</u>
7.50. Transcript Request Forms	Director, Student Records and Registration	One year <u>after graduation or last date of attendance</u>
7.54. <u>Releases and Waivers (e.g. Weight Room Release Forms, Activity/Trip Releases and Waivers, etc.)</u>	<u>Department Head</u> Director of Athletics	Three years <u>Seven years from the date of the subject activity or, if the waiver or release pertains to a minor, when the minor turns 25</u>

8.4.— College Catalogs (Proposed Changes)	Marketing and Government Relations	Review annually
8.7. E-Alerts <u>CNews</u>	Marketing and Government Relations <u>Communications</u>	Permanent
8.8.— E-Newsletters	Marketing and Government Relations	Permanent
8.19. <u>Event</u> Photos and Video Footage	<u>Special Events and Community Relations</u> Marketing and Government Relations	Permanent
8.20. Photo Release Forms <u>(Marketing Purposes)</u>	Marketing and Government Relations <u>Creative Services</u>	Permanent
8.22.— Press Clippings (regarding CCP)	Marketing and Government Relations	Permanent
8.25. Trademark	Marketing and Government Relations <u>Brand Management and Operations</u>	Permanent

<u>x.x. Environmental Health and Safety Records (asbestos, chemical or blood borne pathogen exposure)</u>	<u>Director, Facilities and Construction Management</u>	<u>Thirty Years</u>
<u>x.x. Safety Equipment Testing Records (fire extinguishers, eye wash stations, fume hoods, etc.)</u>	<u>Director, Facilities and Construction Management</u>	<u>Three Years</u>
<u>Health and Safety Equipment Testing (AEDs, etc.)</u>	<u>Public Safety</u>	<u>Three Years</u>
<u>x.x. Rreports made to ChildLine regarding known or suspected child abuse</u>	<u>Public Safety</u>	<u>Until the subject reaches the age of majority plus seven years (25)</u>
9.33. Digital Cameras	Director, Facilities Operations <u>Public Safety</u>	Overwritten every five <u>thirty</u> days
9.40. External Committee Records (e.g. Neighborhood Association, Spring Garden Safety Committee, Police Department)	Originating Office	Permanent for minutes; All other documents review annually

9.46. Incident Reports –	Director, Facilities <u>Public Safety</u>	Five years from graduation <u>Seven years or, if the subject is a minor, until they reach the age of majority plus seven years (25)</u>
9.48. Insurance – Closed Claims (no litigation)	Director, Budget and Financial Services	Seven <u>Three</u> years or until claimant turns 25 <u>1</u> years of age, whichever is later
9.49. Insurance Policies <u>(including proof of payment of premiums)</u>	Director, Budget/ Financial Services	Permanent <u>Ten years after expiration</u>
<u>x.x. Settlements (records of and proof of payment)</u>	<u>Budget Office</u>	<u>Permanent</u>
<u>x.x. P-Card Transaction Receipts/Images</u>	<u>Controller</u>	<u>Seven years from the date of transaction</u>
9.64. Purchasing – Advertising	Director, Budget and Financial Services <u>Purchasing</u>	Seven <u>ix</u> years
10.2. Consent Agreements with <u>U.S. Department of Education</u> USDE	Diversity and Equity <u>Equal Education and Employment Office</u>	Permanent

10.3. Discrimination Complaint Files <u>(plus logs)</u> (External) <u>(non-Title IX)</u>	<u>Diversity and Equity</u> Equal Education and Employment Office	<u>Files: Seven years from resolution for; Logs: Permanent</u> Seven-Three years from resolution; (Permanent)
10.4. Discrimination Complaint Files <u>(plus logs)</u> (Internal) <u>(non-Title IX)</u>	<u>Diversity and Equity</u> Equal Education and Employment Office	<u>Files: Seven years from resolution for; Logs: Permanent</u> Seven-Three years from resolution; (Permanent)
10.5. Mandatory Sexual Harassment Training <u>(Online and In-Person)</u> <u>(Includes sign in sheets, attendance lists, completion lists, evaluation materials, and training materials, including all materials used to train Title IX Coordinators, investigators, decision-makers, and individuals who facilitate informal resolutions)</u>	<u>Diversity and Equity</u> Equal Education and Employment Office	<u>Seven years</u> Sign-in Sheets—Until electronic attendance list created <u>Evaluation Materials—One year</u> <u>Attendance List—Four years</u> <u>Training Materials—Review annually</u>
10.6. <u>Other Civil Rights</u> Non-Mandatory Training <u>(Online and In-Person)</u> <u>(Includes sign-in sheets, attendance lists, completion lists, training materials, and evaluation materials)</u> (e.g. Diversity, Civility)	<u>Diversity and Equity</u> Equal Education and Employment Office	<u>Seven years</u> Review annually

<u>x.x. Sexual Harassment Complaint Files (Title IX and Other) (External and Internal) (Includes reports, complaints, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, such as supportive measures provided (or, if not provided, why this was not clearly unreasonable); sexual harassment investigation records (including determinations regarding responsibility, audio or audiovisual recordings or transcripts, disciplinary sanctions imposed, and remedies provided); appeals and appeals decisions; and informal resolutions.</u>	<u>Diversity and Equity Equal Education and Employment Office?</u>	<u>Seven years unless subject is a minor in which case seven years after reaches age of majority (25)</u>
10.7. Vets <u>4212400</u> Report	<u>Diversity and Equity Equal Education and Employment Office</u>	Five years (See 41 C.F.R. § <u>610-300250.80</u>)

ATTACHMENT E

Policy on College Policies Approval (Policy #319)

Community College of Philadelphia Policy on College Policies

General Administration - Policy No. 319

Approved: March 3, 2022

Revised: _____, 2025

Approved by: Board of Trustees

Policy Owner(s): General Counsel

Purpose and Scope

The purpose of this Policy is to set forth the appropriate process for development, review, approval and publication of College policies. By establishing a uniform process applicable to all College policies, this Policy is intended to protect the integrity of the way in which College business is conducted and identify the appropriate administrators responsible for oversight of each College policy.

All College policies must conform with this Policy. A College policy is defined as an official written College directive that supports the College's mission; applies broadly throughout the College; and sets forth clear expectations and guidelines for how College business is conducted.

This Policy does not apply to:

- College Procedures - procedures which a division or department may follow in order to implement a College policy are not policies. Procedures that only apply to an individual department or division rather than to the entire College are also not policies; and
- the Collective Bargaining Agreements between the College and the Faculty and Staff Federation.

Authority to Approve a College Policy

All College policies must be approved by the Board of Trustees ("Board") or, as delegated by the Board, by the President of the College. All policies that address the authority of the College's Board of Trustees, rules or regulations applicable to the Board of Trustees, and/or significant financial policies must be approved by the Board of Trustees. The President shall have the authority to enact changes to Board-approved policies or create any new policy that requires Board approval on an interim basis if there is a legally required change or other urgent circumstance. The Board shall be notified of the interim policy at the next appropriate Board meeting. The Executive Committee should meet for timely review of the interim policy. Board action on approval of the policy must occur no later than one year from the date that the interim policy was enacted. The Board delegates to the President the authority to approve and implement all other policies and policy changes that do not require Board approval.

Process for Policy Creation, Review, Revision, or Discontinuance

Recommendations for changes to policies or new policies may be initiated through the College Standing Committees, the Board's Standing Committees, or any member of the President's Cabinet.

- Policy recommendations from the College Standing Committees shall follow the process outlined in the Full-Time Faculty Collective Bargaining Agreement and shall be forwarded from the applicable standing committee to the Institution Wide Committee ("IWC") to the President for approval. If the President does not follow the recommendations of the IWC, such

recommendation may be presented in writing to the Board and argued before the appropriate Committee of the Board by the IWC's representative(s). The decision of the Board shall be final.

- Policy recommendations from the Board Standing Committees shall be submitted for approval to the Board.
- Policy recommendations from any Cabinet member(s) shall be submitted to the President for approval unless they require Board approval in which case they shall be presented to the appropriate Committee of the Board and then the Board for approval.
- The discontinuance of any policy must be approved by the Board.

Identification of Policy Owner

Before being approved, the applicable Vice President or Cabinet member will assign a senior administrator who will serve as the Policy Owner for the policy. The Policy Owner shall be responsible for ensuring the policy complies with this Policy #319.

Review Period

All policies shall be reviewed on a regular basis to ensure they remain relevant, legally compliant, and follow best practices. The Policy Owner shall be responsible for ensuring the policy remains compliant with current regulations, best practices, and otherwise relevant, and for ensuring the policy is reviewed in accordance with this Policy. All policies shall be reviewed and either: (1) reissued; (2) revised; or (3) discontinued no later than once every ten (10) years. If revisions are made to a policy, the date of any approved revisions must be reflected in the policy on the College's Policy website. The Office of the President/General Counsel shall work with the Policy Owner to determine the appropriate channel for review of the policy. The Policy Owner should consult with any other relevant departments or divisions in reviewing or revising the policy. All policies that involve compliance with laws or regulations or that otherwise may have significant legal implications shall be reviewed by the Office of General Counsel. Once per year, College administration shall report to the Board on all policy updates that occurred during the prior year. The College's Internal Auditor shall be responsible for ensuring Policy Owners comply and meet the deadlines established for the review process.

Policy Format

Upon adoption or review of any policies on or after the effective date of this Policy, the Policy Owner should ensure that the policy as published on the Policy website includes, at minimum, the effective date, revised date(s), Policy Owner, and whether the policy was approved by the Board or the President.

Location of Policies

Upon approval, College policies shall be published on [the College's Policy Website](#). To the extent policies must appear in other official College documents, whenever possible, they should be included in the document as a link to that particular policy from the College's Policy website to ensure the most up-to-date version of the policy appears in those official documents. Additional policies not listed on the Policy Website may be included in the Employee Handbook and/or the Student Handbook.

Timeline for Application of this Policy

All new policies created or updated after March 3, 2022 must comply with this Policy. All existing College policies shall be updated to comply with this Policy on or before August 1, 2028.

Authority to Update This Policy

This policy may only be revised by the College's Board of Trustees.

Community College of Philadelphia Policy on College Policies

General Administration - Policy No. 319

Approved: March 3, 2022

Revised: _____, 2025

Approved by: Board of Trustees

Policy Owner(s): General Counsel

Purpose and Scope

The purpose of this Policy is to set forth the appropriate process for development, review, approval and publication of College policies. By establishing a uniform process applicable to all College policies, this Policy is intended to protect the integrity of the way in which College business is conducted and identify the appropriate administrators responsible for oversight of each College policy.

All College policies must conform with this Policy. A College policy is defined as an official written College directive that supports the College's mission; applies broadly throughout the College; and sets forth clear expectations and guidelines for how College business is conducted.

This Policy does not apply to:

- College Procedures - procedures which a division or department may follow in order to implement a College policy are not policies. Procedures that only apply to an individual department or division rather than to the entire College are also not policies; and
- the Collective Bargaining Agreements between the College and the Faculty and Staff Federation.

Authority to Approve a College Policy

All College policies must be approved by the Board of Trustees ("Board") or, as delegated by the Board, by the President of the College. All policies that address the authority of the College's Board of Trustees, rules or regulations applicable to the Board of Trustees, and/or significant financial policies must be approved by the Board of Trustees. The President shall have the authority to enact changes to Board-approved policies or create any new policy that requires Board approval on an interim basis if there is a legally required change or other urgent circumstance. The Board shall be notified of the interim policy at the next appropriate Board meeting. The Executive Committee should meet for timely review of the interim policy. Board action on approval of the policy must occur no later than one year from the date that the interim policy was enacted. The Board delegates to the President the authority to approve and implement all other policies and policy changes that do not require Board approval.

Process for Policy Creation, Review, Revision, or Discontinuance

Recommendations for changes to policies or new policies may be initiated through the College Standing Committees, the Board's Standing Committees, or any member of the President's Cabinet.

- Policy recommendations from the College Standing Committees shall follow the process outlined in the Full-Time Faculty Collective Bargaining Agreement and shall be forwarded from the applicable standing committee to the Institution Wide Committee ("IWC") to the President for approval. If the President does not follow the recommendations of the IWC, such

recommendation may be presented in writing to the Board and argued before the appropriate Committee of the Board by the IWC's representative(s). The decision of the Board shall be final.

- Policy recommendations from the Board Standing Committees shall be submitted for approval to the Board.
- Policy recommendations from any Cabinet member(s) shall be submitted to the President for approval unless they require Board approval in which case they shall be presented to the appropriate Committee of the Board and then the Board for approval.
- The discontinuance of any policy must be approved by the Board.

Identification of Policy Owner

Before being approved, the applicable Vice President or Cabinet member will assign a senior administrator who will serve as the Policy Owner for the policy. The Policy Owner shall be responsible for ensuring the policy complies with this Policy #319.

Review Period

All policies shall be reviewed on a regular basis to ensure they remain relevant, legally compliant, and follow best practices. The Policy Owner shall be responsible for ensuring the policy remains compliant with current regulations, best practices, and otherwise relevant, and for ensuring the policy is reviewed in accordance with this Policy. All policies shall be reviewed and either: (1) reissued; (2) revised; or (3) discontinued no later than once every ~~seven-ten~~ (107) years. If revisions are made to a policy, the date of any approved revisions must be reflected in the policy on the College's Policy website. The Office of the President/General Counsel shall work with the Policy Owner to determine the appropriate channel for review of the policy. The Policy Owner should consult with any other relevant departments or divisions in reviewing or revising the policy. All policies that involve compliance with laws or regulations or that otherwise may have significant legal implications shall be reviewed by the Office of General Counsel. Once per year, College administration shall report to the Board on all policy updates that occurred during the prior year. The College's Internal Auditor shall be responsible for ensuring Policy Owners comply and meet the deadlines established for the review process.

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Timeline for Application of this Policy

All new policies created or updated after March 3, 2022 must comply with this Policy. All existing College policies shall be updated to comply with this Policy on or before ~~March 3, 2027~~ August 1, 2028.

Authority to Update This Policy

This policy may only be revised by the College's Board of Trustees.

ATTACHMENT F

Record Retention Policy (PowerPoint)



Records Management and Retention Policy

Updates – 9.16.2025



Review of Key Updates to the Policy

- Additional Requirements and Greater Accountability
- Updated Standards for Maintaining Records (i.e., Formats)
- Reorganization of the Retention Schedule



COMMUNITY COLLEGE OF PHILADELPHIA

Requirements and Accountability

RISE FROM WITHIN



Policy Applicability and Responsibility

- This Policy applies to all College employees, both faculty and staff, as well as non-employees (such as contractors and/or volunteers), who conduct business on behalf of the College.
- Failure to comply with this Policy may result in disciplinary action (up to and including termination) and/or legal action.
- Known or suspected non-compliance with this Policy (e.g. known or suspected destruction of College Records that are required by this Policy to be retained) should be promptly reported to the General Counsel. Reports can also be made to the College's hotline at: 1-888-261-1669 or www.ethicspoint.com.



Policy Requirements

- College Records will be retained for as long as required by law and the College's Records Retention Schedule (Attachment "A"), in a responsible and secure manner;
- College Records will be easily accessible and retrievable in a timely manner throughout their Required Retention Period;
- College Records will be disposed of after expiration of the Required Retention Period in accordance with the College's destruction procedures; and
- Records with potential historical value to the College, but for which the Required Retention Period has expired, will be determined by General Counsel with approval of the President. General Counsel will perform an appraisal to ensure that records deemed to have enduring historical, administrative, legal, or fiscal value are preserved.



Accountability: Records Management Coordinator

College employee(s) within the Responsible Office who are responsible for:

- developing and/or maintaining practices and procedures to ensure their College Office is meeting its record retention responsibilities under this Policy;
- coordinating retention, preservation, and destruction of records in accordance with this Policy, and secure storage of electronic and physical records in accordance with the [Personal Information Privacy and Protection Policy](#) (Policy #320) and other data security policies and practices of the College;
- ensuring employees in their College Office comply with the Policy and reporting any known or suspected non-compliance; and
- logging, tracking, and ensuring compliance with any litigation hold directives or similar



COMMUNITY COLLEGE OF PHILADELPHIA

Maintaining Records

RISE FROM WITHIN



Notable Additions/Updates

- Provides for Digitizing Paper Records
- Addresses Management of Emails
- Updates Standards for Safeguarding Against Accidental Disclosure and Protection of Confidential Records and Personal Information



COMMUNITY COLLEGE OF PHILADELPHIA

Retention Schedule

RISE FROM WITHIN



Changes and Updates to Attachment A

- Reorganized Based on Current College Structure
- Some Changes for Some Documents
- Eliminates “Format” Column



“Records may be kept in either paper or electronic format...”

RECORDS MANAGEMENT RETENTION POLICY - ATTACHMENT A

Records may be kept in either paper or electronic format consistent with the Policy unless a specific format is legally required. Historic documents shall be maintained in paper/hard copy format, or the original format of the historic document.

I. General Documents

Nature of Record	Responsible Office	Required Retention
1.1. Correspondence – Administrative (i.e. containing significant information about the College)	Originating Office	Ten Years
1.2. Correspondence – Executive (i.e. regarding significant events or the development of the College’s administrative structure, policies and procedures)	Originating Office	Permanent
1.3. Correspondence – General (i.e. containing no significant information relating to the College)	Originating Office	One Year
1.4. Event Files	Originating Office	Review annually



Takeaways

- Definitive statements of requirements and standards
- Formalized structures within offices/departments to ensure compliance
- Overhaul and updates to Retention Schedule for our changing times



Please direct any questions about the retention or maintenance of specific documents, as well as any other questions about the Policy, to the Office of General Counsel.

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, September 4, 2025 - 2:30 p.m.

Present: Mr. Epps, presiding: Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Tim Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Sheila Ireland, Dr. Carol Jenkins, Pastor Jonathan Mason, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Alycia Marshall, Ms. Josephine DiGregorio, Mr. Jacob Eapen, Dr. Mellissia Zanjani, Dr. Linda Powell, Dr. Darren Lipscomb, Ms. Carolyn Flynn, Dr. Seth Jacobson, Dr. Judy Gay, and Ms. Maria Baez, Student Representative

(1) Executive Session I

(2) Meeting Called to Order

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

Mr. Epps reviewed the goals for the meeting:

- Election of Board Officers
- Update on the Status of the New Academic Year
- Update on Enrollment
- Update on 60th Anniversary of the College
- Plan for Upcoming Meetings

(3) Public Comment

Mr. Epps inquired if there were any requests for Public Comment. Ms. Flynn noted that one request had been received from CCP student Crystal Day; however, Ms. Day was not in attendance. As such, there were no Public Comments.

(4) Election of Board Officers

Mr. Clancy presented the following slate of Board Officers for 2025-2026:

Chair	Harold T. Epps
Vice Chair	Roz McPherson
Vice Chair	Mindy Posoff
Secretary	Ajeenah Amir

Mr. Epps stated that Board officers can only serve for six consecutive years. For clarification, none of the current board officers has served for six consecutive years.

Mr. Epps asked if there were other nominations from the floor. Hearing none, Mr. Epps declared the nominations closed and called for a motion to approve the 2025-2026 slate of Board officers.

Ms. Ireland moved, with Mr. Ford seconding, that the Board accept the slate of Board Officers for 2025-2026. The motion carried unanimously.

(5) Report of the Interim President

(a) Update on the Status of the New Academic Year

Dr. Marshall stated that she was excited to share recent updates at the College. She reported that on August 21, 2025, the College held a celebration honoring faculty and staff for their professional achievements, including advanced degrees, publications, awards, and promotions. Dr. Marshall emphasized the importance of recognizing the dedication that faculty and staff invest in their professional growth and contributions, noting that the celebration was a way to show how much the College values their work.

Dr. Marshall reported the recent loss of two members of the College community, Ms. Loretta Masciantonio and Ms. Kimberly Daniel.

Dr. Marshall asked Mr. Eapen to share remarks about Ms. Masciantonio. Mr. Eapen reported that Ms. Masciantonio passed away on Sunday, August 25, 2025. She served as Executive Assistant in the Office of Business and Finance and was a dedicated member of the College community from 1979 to 2023. Ms. Masciantonio played a vital role in supporting the work of the Board of Trustees, managing these responsibilities with exceptional care. She will be remembered as a remarkable individual, a cherished friend, and a valued colleague who embodied the highest standards and consistently demonstrated presence, warmth, and dedication.

Dr. Marshall asked Dr. Jacobson to share remarks about Ms. Kimberly Daniel. Dr. Jacobson reported that Ms. Daniel passed away on August 21, 2025. She served at the College from 2013 to 2019 and returned in 2022 as Associate Director of the Octavius Catto Scholarship. Dr. Jacobson stated that Ms. Daniel was a fundamental part of the Catto team and a cherished member of the College community. When she began her work with the Catto Scholarship, the program supported 200 students; today, it serves 2,000. Her dedication inspired and shaped the work of her colleagues. Mr. Luis Gonzalez, Support Coach for the I Am More Reentry Engagement Program, honored Ms. Daniel with a portrait that was displayed in the Isadore A. Boardroom during the Board meeting.

Dr. Marshall announced that the Opening Session of Professional Development Week took place on Monday, August 25, 2025. This year's theme was: *"Rooted in Purpose, Roaring with Possibility: 60 Years of Students First."* Dr. Marshall stated that faculty and staff were welcomed back to campus. Dr. Marshall outlined her priorities for the upcoming academic year and highlighted several key accomplishments from the previous year, including:

- An Enrollment Update;
- Commencement celebrated more than 1,700 graduates;
- The graduation rate for first-time, full-time students reached 24%, an increase of 8% since 2022;
- For the first time in the College's history, two students were awarded the Jack Kent Cooke Scholarship;
- The Black and Gold Gala netted over \$400,000;
- The College successfully launched the City College for Municipal Employment (CCME); and
- The College is launching the Navy Welding Program this fall.

Dr. Marshall mentioned that this is the College's 60th Anniversary Year and highlighted several events that would be a part of the 60th celebration throughout the year.

Dr. Marshall stated that Cabinet members shared divisional accomplishments during the opening session. She thanked Trustee Ford for representing the Board of Trustees at the opening session. Dr. Marshall stated that she had received positive feedback from faculty and staff on Trustee Ford's remarks.

Dr. Marshall reported that the opening session was followed by an alumni panel entitled *"60 Years of Impact: Voices of Transformation from Our College Community."* The panel featured alumni who are now faculty and staff, as well as a Jack Kent Cooke Scholar. The group shared reflections on their journeys and experiences as students and what they saw for CCP into the future. The panel was moderated by Dr. Linda Powell, Interim Provost and Vice President for Academic and Student Success. Dr. Marshall shared several memorable quotes from participating alumni.

Dr. Marshall highlighted additional key events during Professional Development Week. She stated that participation surveys were distributed to the College community to gather feedback on the week's activities. The results will be reviewed in the coming weeks and will inform future professional development offerings.

(b) Update on Enrollment

Dr. Lipscomb provided an update on enrollment (**Attachment A**). He noted the following:

- Summer I 2025 (early summer) enrollment is up 16% in headcount and 19% in credit count.
- Summer II 2025 (late summer) enrollment is up 18% in headcount and 20% in credit count.
- Fall 2025 enrollment is up 36% in headcount and 36% in credit count.

Dr. Lipscomb also reviewed fall enrollment highlights for the Main Campus and the Regional Centers. He noted the following:

- NERC enrollment is up 52% in headcount and 41% in credit count.
- West/CATC enrollment is up 37% in headcount and 14% in credit count.
- Online enrollment is up 31% in headcount and 27% in credit count.

Mr. Ford stated the he was happy to hear about the increase in enrollment at CATC and asked what things did the College do for the enrollment success at CATC. Dr. Marshall stated that staff have worked on a targeted approach to increase course offerings, provide wrap around services such as advising and counseling, and offer courses which are not available at other College locations. Dr. Marshall stated that the College is also communicating with area stakeholders to engage with them to get an understanding of their needs and what they are interested in and would like available at CATC.

There was a discussion by the Board regarding enrollment capacity at CATC. One of the questions that the Board asked was if enrollment projections for CATC were considered when the proposed plans were discussed for the building. Dr. Marshall stated that programming needs have evolved since the original plans were developed which has impacted the building's capacity and future space needs in real time. She and Mr. Eapen are working on a space utilization study which will include a focus on increased offerings in the evening and on weekends.

Dr. Lipscomb also provided a report on the biggest program increases.

Dr. Marshall reported that Councilmember Katherine Gilmore Richardson will host a Workforce Spotlight on September 11, 2025, via *Facebook Live*, featuring the Navy Program and CATC offerings.

Dr. Marshall reported that State Representative Rick Krajewski will host a Fall Fest and Open House at the Career and Advanced Technology Center on October 21, 2025. The event will include engagement from more than 15 school principals and will showcase the various programs and career pathways available at the CATC location.

(c) Update on 60th Anniversary of the College

At the request of Dr. Marshall, Ms. Harrison provided an update on the College's upcoming 60th Anniversary events, scheduled to take place from September 2025 through September 2026 (**Attachment B**). She stated that the 60th Anniversary Committee is currently being formed, with invitations distributed earlier this week. The celebration will include a year-long series of programs and events, culminating in a major closing event.

Pastor Mason inquired about external advertising plans for the upcoming 60th Anniversary events.

Ms. Harrison responded that the Marketing Department is currently developing a media plan to support promotional efforts. She also noted that the team is working in collaboration with Institutional Advancement on potential sponsorship opportunities.

Mr. Epps encouraged Board members to share ideas or suggestions with Ms. Harrison related to the anniversary celebration.

(d) Acknowledgements

Dr. Marshall reported that the Catto Family Reunion was held on September 4, 2025. She expressed her gratitude to Dr. Jacobson, Ms. Mercado, and the entire Catto staff for their continued dedication and support. Since the program's inception in 2021, Catto has served over 4,000 students, with more than 700 new scholars joining this year.

Dr. Marshall stated that the New Student Orientation Block Party took place on August 19, 2025. Dr. Marshall thanked Dr. Kovalski, Dean of Students and Dr. Michaux, Assistant Dean of Students, for organizing a successful event.

Dr. Marshall stated that there were several open enrollment events at the Main Campus and Regional Centers. She thanked Dr. Lipscomb, the registration team, Dr. Rooney, Dr. Powell, academic deans and the advisors for their efficiency in getting students registered.

(e) Introduction of Student Representative to the Board of Trustees/SGA President

Mr. Epps welcomed the Student Representative on the Board of Trustees, Ms. Maria Baez, President of the Student Government Association.

Dr. Marshall introduced and welcomed Ms. Baez as the new Student Representative to the Board of Trustees.

Ms. Baez stated that she is honored to serve on the Board of Trustees. She stated that her goals are to unite the student body, foster a strong sense of community, and be a voice for students. Ms. Baez affirmed her commitment to represent the student body with dedication and to work tirelessly in the best interest of the students, and the institution.

Mr. Epps stated that he and the Board look forward to working with Ms. Baez.

(f) Foundation Report

Dr. Zanjani reported that annual giving has increased by 43% year-over-year, reflecting strong alumni and donor engagement. She highlighted upcoming activities designed to strengthen relationships and support for the College:

- The *Black History Walking Tour* scheduled for September 20, 2025;
- The *4th Annual Fun Day* in partnership with the Gender and Sexuality Resource Center scheduled for October 13, 2025;
- The *World Food Day* and *Grady's Garden Cleanup* scheduled for October 16, 2025;
- The *Donor Reception* scheduled for November 6, 2025, which will feature student showcases, including musical performances from Spring Garden Records and food prepared by students from the Culinary Arts and Hospitality Management programs; and
- The *Annual Alumni Reception* scheduled November 13, 2025.

Mr. White requested that the President's Report include an update on artificial intelligence (AI). He emphasized the importance of understanding both the potential and risks associated with AI, and its anticipated impact on the College and the workforce. Mr. White noted that it will be critical to assess how AI may influence marketing strategies, operations, and work within the institution.

Dr. Marshall acknowledged the request and confirmed that an AI update will be included in her upcoming President's Report.

Mr. Epps referred to Dr. Zanjani's report, which noted a year-over-year increase in giving. He inquired about the factors contributing to this increase.

Dr. Zanjani responded that the rise in numbers is primarily attributed to funding received through the Perkins Grant.

(6) Student Outcomes Committee, June 5, 2025

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on June 5, 2025. She stated that Dr. Shah and Dr. Terranova delivered an engaging presentation of the Applied Engineering Technology (Associate of Applied Science) and the Engineering (Associate in Science) programs. Ms. Fulmore-Townsend stated that enrollment trends for both programs are very positive, and enrollment in the Applied Engineering Technology program has more than doubled over the past four years—from approximately 80 to 180 students. The Engineering transfer program also continues to experience steady growth.

Ms. Fulmore-Townsend reported that the Committee reviewed the Black Studies Associate Degree program. Launched in fall 2019, the program experienced significant disruptions due to the COVID-19 pandemic. While course enrollment remains strong, the number of students completing the degree is disproportionately low, as many students are not formally declaring Black Studies as their major. The Committee plans to revisit this program and provide an update in one year.

After discussion, the Committee approved the Applied Engineering Technology Associate of Applied Science and the Engineering Associate in Science programs for an

extension of five years. Both program reviews are part of the Consent Agenda for Board approval.

(7) Business Affairs Committee, June 18, 2025 and Combined Meetings of the Business Affairs and Executive Committees of the Board, July 16 and August 20, 2025

Ms. Posoff reported that the Business Affairs Committee met on June 18, 2025 and on July 16 and August 20, 2025 for Combined Meetings of the Business Affairs and Executive Committees of the Board.

Ms. Posoff highlighted the budget realignment process, noting the continued prioritization of academic initiatives, facility improvements, and campus safety projects within the budget. She emphasized that cost management remains a high priority, with the College remaining focused on cost reductions. She noted that projects have remained on budget. Ms. Posoff also mentioned that real estate discussions are ongoing, with recommendations to the Board expected in the future.

Mr. Epps asked for a motion to ratify the following items that were reviewed by the Business Affairs Committee and approved by the Executive Committee:

- (a) Maintenance Agreement and Annual Lease with Crown Castle Fiber LLC
- (b) Renewal Contract with Dell – APEX Backup
- (c) Renewal of Fortinet Security Solutions Contracts (Through June 30, 2026)
- (d) Award to Positive Wiring for Electrical Work at CATC & WRC
- (e) Contract with Granular Insurance – Stop Loss Coverage
- (f) Contract with UNUM for Life, AD&D, and Disability Insurance
- (g) Contract with Delta Dental
- (h) Contract with Tricon Construction Management, Inc. for Welding General Construction
- (i) Contract Award to Garland/DBS. Inc. for Bonnell Roof Repair/Restoration
- (j) Contract with Elliott Lewis for the Replacement of the Chiller Fill in the Bonnell Building
- (k) Contract with Elliott Lewis for Replacement of the Coil on Cooling Tower #2
- (l) Northeast Regional Center (NERC) Café

Mr. Dubow moved, with Mr. White seconding, that the Board ratify the actions taken by the Executive Committee. The motion carried unanimously.

(8) Resolution for Salary Increases for Administrators, Grant Administrators, and Confidential Employees

At the request of Mr. Epps, Ms. Flynn, General Counsel, read the following Resolution for Salary Increases for Administrators, Grant Administrators, and Confidential Employees for Board approval:

WHEREAS on August 20, 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 five and one-half percent (5.5%), subject to satisfactory evaluation and performance, effective September 1, 2025:

NOW THEREFORE, on this 4th day of September 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 five and one-half percent (5.5%) retroactive to September 1, 2025.

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

(9) Audit Committee, June 18, 2025

Mr. Dubow reported that the Audit Committee met on June 18, 2025. He stated that the new engagement partner and the returning manager from Grant Thornton reviewed the audit plan for the upcoming 2024-2025 financial audit. Mr. Dubow stated that Grant Thornton presented the audit scope, objectives, timeline and key areas of focus, which will include tuition revenues, receivables, grants, investments, and disclosures. Mr. Dubow stated Grant Thornton also provided an update on trends and developments in the higher education sectors. Mr. Dubow noted that all information and discussions from the meeting have been documented in the Committee's official minutes.

(10) Workforce Subcommittee, August 27, 2025

Ms. Ireland reported that the Workforce Subcommittee met on August 27, 2025. She provided an update on three key areas:

- Engagement with Elected Officials: There has been increasing engagement with elected officials interested in partnering with the Career and Advanced Technology Center (CATC) to support workforce development initiatives.
- Enrollment Growth: Workforce enrollment has increased by 17% compared to Summer 2024, reflecting strong demand for career and technical education programs.
- Program Launches and Outreach:
 - The Navy's Blue Forge Nondestructive Testing (NDT) noncredit program will launch on October 6, 2025.
 - The Naval Welding Program will launch on October 20, 2025, with a culmination celebration scheduled for March 24, 2026.
 - The accompanying media campaign has been effective, generating 171 campus visits and resulting in 34 applications to date.

Ms. Ireland reported that Dr. Babic, Associate Provost, Workforce Development, provided a presentation of the Workforce Strategic Plan. She stated that the plan is anchored in five key strategic directions:

1. Position CCP as the Premier Workforce Partner
2. Align and Integrate Programming
3. Strengthen Career Connections and Outcomes
4. Advance Equity and Community Relevance
5. Ensure Institutional Excellence and Sustainability

(11) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions
Meetings of June 5, 16, and 18, 2025
- (b) Grants and Gifts
- (c) Applied Engineering Technology Associate of Applied Science Program
- (d) Engineering Associate in Science Program

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

(12) Report of the Chair

(a) Board Committee Appointments

Mr. Epps reviewed and discussed the Board Committee assignments for 2025-2026. He asked that members of the Board contact him should they have any questions or comments regarding the assignments.

(b) Presidential Search Update

Mr. Epps stated that the Presidential Search Update will be discussed in Executive Session II.

(c) Plan for Upcoming Meetings

Mr. Epps informed the Board that a meeting with the Mayor's staff is scheduled to take place on September 22, 2025 at the Career and Advanced Technology Center. The purpose of the meeting is to provide an update on the College and to discuss opportunities for continued collaboration. Mr. Epps emphasized the importance of engaging both the City and the State to strengthen their support for the College and its mission.

(d) Association of Community College Trustees (ACCT) Leadership Congress
October 22-25, 2025, New Orleans

Mr. Epps stated that the ACCT Leadership Congress is scheduled for October 22-25, 2025, in New Orleans. He stated that Ajeenah Amir, Michael Cooper, Sheila Ireland, Roz McPherson, and Dr. Marshall will be attending.

(e) Update on Board Effect

At the request of Mr. Epps, Ms. DiGregorio provided an update on upcoming changes to the log in procedures for BoardEffect effective September 27, 2025. She stated that the functionality of Board Effect will remain the same. The key changes are the log in process through the Diligent One Platform and a refreshed homepage. Ms. DiGregorio stated that following the update, Board members will receive an email containing an activation link to set up a new password.

Ms. DiGregorio stated that one-on-one virtual training sessions with customer service representative, Pia Roper, are available should members of the Board need assistance with the changes. She also offered to arrange a group training for the Board if desired. Ms. DiGregorio stated that following the Board meeting, she planned to send an email to the Board which will clearly outline the migration to the Diligent One Platform and a list of webinar training sessions that Board members can view at their convenience. Ms. DiGregorio asked Board members to contact her should they have any questions.

(f) College Data Review

The Board reviewed and discussed slides of data provided by the Assessment Office on enrollment and graduation. The Board discussed the data findings and indicated that they are interested in the College's strategies in increasing enrollment and graduation. The Board agreed that the topics of enrollment and graduation should be discussed at a future session of the Board of Trustees.

(13) Old Business

There was no old business discussed.

(14) New Business

There was no new business discussed.

(15) Next Meeting

The next scheduled meeting is a virtual Special meeting of the Board of Trustees. The meeting is scheduled for Wednesday, October 1, 2025 at 8:00 a.m.

The next regular meeting of the Board of Trustees (Committee of the Whole) is scheduled for Thursday, October 16, 2025, 2:30 p.m. – Career and Advanced Technology Center, 4750 Market Street, Room 341. The meeting is in person and there is no Zoom option available.

Wednesday, October 15, 2025 – 4:00 p.m. Executive Committee (if needed)
Executive Session of the Board and Dinner - 5:30 p.m. – Career and Advanced Technology Center, 4750 Market Street, Room 341. The meeting is in person and there is no Zoom option available.

The meeting adjourned at 5:18 p.m.

The Board reconvened in Executive Session II to discuss the presidential search and personnel matters.



Enrollment update

May 1, 2025

Summer Enrollment

Highlights (YoY)

Summer I (early summer)

- Overall
 - Headcount up 16% (4,934 v. 3,827)
 - Credit count up 19% (21,926 v. 18,444)
- Continuing students up 21% (3,987 v. 3,290)
- New students down 17% (447 v. 537)

Summer II (late summer)

- Overall
 - Headcount up 18% (3,092 v. 2,612)
 - Credits up 20% (13,558 v. 11,322)
- Continuing students up 21% (2,720 v. 2,255)
- New students up 4% (372 v. 357)

Sum I	Summer 2021	Summer 2022	Summer 2023	Summer 2024	Summer 2025
	5/4/2021	5/3/2022	5/2/2023	4/30/2024	4/29/2025
YoY % Difference		-17%	4%	11%	16%
TOTAL HC	4,013	3,339	3,461	3,827	4,434
		-20%	3%	13%	19%
CREDIT HOURS	19,778	15,790	16,338	18,444	21,926
		-34%	7%	33%	42%
FULL TIME	50	30	26	29	58
		-15%	3%	8%	13%
PART TIME	3,963	3,309	3,435	3,798	4,376
		-20%	5%	15%	20%
FTE	1,645	1,314	1,360	1,536	1,822

Sum II	Summer 2021	Summer 2022	Summer 2023	Summer 2024	Summer 2025
	5/4/2021	5/3/2022	5/2/2023	4/30/2024	4/29/2025
YoY % Difference		-10%	7%	14%	18%
TOTAL HC	2,389	2,142	2,288	2,612	3,092
		-14%	7%	20%	20%
CREDIT HOURS	10,193	8,797	9,418	11,322	13,558
		-33%	10%	36%	37%
FULL TIME	4	4	8	20	10
		-5%	6%	11%	15%
PART TIME	2,385	2,138	2,280	2,592	3,082
		-16%	7%	20%	21%
FTE	849	733	784	942	1,129

Fall Enrollment

	Fall 2021 5/4/2021	Fall 2022 5/3/2022	Fall 2023 5/2/2023	Fall 2024 4/30/2024	Fall 2025 4/29/2025
YoY % Difference					
TOTAL HC	264	2,652	2,206	2,373	3,235
CREDIT HOURS	1,874	23,124	19,875	22,577	30,675
FULL TIME	29	853	737	947	1,207
PART TIME	235	1,799	1,469	1,426	2,028
FTE	152	1,851	1,574	1,763	2,401



Fall Enrollment highlights

- **Overall**

- Headcount up 36% (3,235 v. 2,373)
 - New students up 16% (202 v. 174)
 - Continuing students up 38% (3,033 v. 2,199)
- Credit count up 36% (30,675 v. 22,577)

- **By location (YoY)**

- Headcount
 - NERC is up 52% (463 v. 304)
 - West/CATC is up 37% (67 v. 51)
 - Online is up 31% (1,879 v. 1,442)
- Credit count
 - NERC is up 41% (2,975 v. 2,111)
 - West/CATC is up 14% (311 v. 272)
 - Online is up 27% (11,311 v. 8,878)

- **Biggest program increases (YoY)**

- **By raw number increase in headcount**

- Health Care Studies (+299 students)
- Liberal Arts (+81 students)
- Business – General (+75 students)
- Nursing (+33 students)
- Biology (+30 students)

- **By percentage increase in headcount**

- Communication & Media Studies (2100% | 22 v. 1)
- Physical Therapist Service Rep. PC (700% | 8 v. 1)
- Early Child. Ed. PC (500% | 6 v. 1)
- Web & Mobile App Development (350% | 26 v. 11)
- Public Health (250% | 21 v. 6)



Attachment B



Celebrating 60 Years

RISE FROM WITHIN



COMMUNITY COLLEGE OF PHILADELPHIA

Goals

RISE FROM WITHIN



Goals

- Celebrate College's legacy and 60 years of history
- Raise brand awareness and enhance reputation
- Reconnect to programs, staff, faculty, and students
- Reinvigorate the internal community
- Enhance external community and partnerships
- Fundraising to support student scholarships



At a glance

- Kickoff: PD Week
 - Introduce our diamond year
 - Mention 60 for 60 and "Diamonds Among Us"
- 60 for 60
 - 60 students, faculty, staff, programs, gifts and alumni profiled throughout the year
 - Highlighted on social, ccp.edu newsroom
 - Students nominate faculty for promotion (asked to name at least one faculty or staff member)
 - Stories of Alumni Scholarship Recipients
 - "60 seconds with" – social media features
- Trivia game days
 - Know the college's history, get to know your professors, landmarks in Philadelphia that have a CCP connection



COMMUNITY COLLEGE OF PHILADELPHIA

Events

RISE FROM WITHIN



Retro events for 60 years

- Employee Service Awards
- Classified Confidential Employee Luncheon
- College Family tea & Exhibition
- Retirees Ceremony & Reception
- Community Leader Impact Award at regional centers
- Collegewide President's Awards



Retro events for 60 years

- Employee Service Awards
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- Community Leader Impact Award at regional centers
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A year of programming

- Welcome Week – Welcoming CCP's 60th class
- National Voter Registration Day – Application x Voter registration
- Catto Legacy Conference
- Roary's Cub House – Innovative
- Fringe Festival Feature – Innovative
- Veteran's Day
- CCP Holiday Celebration
- Latine Heritage Month Luncheon
- Black History Month Luncheon
- Thanks-for-Giving Luncheon
- One Book/One College Program
- Women's History Month
- Law & Society Week
- OutFest
- April is Art
- Student Leadership Awards
- Roarchella
- Alumni Reception
- Catto Legacy Awards
- Commencement – Graduating CCP's 60th class



New initiatives in honor of anniversary

- Commencement – Integrate certificate programs into the commencement ceremony for the first time in history
- Special Corporate/Community volunteer opportunity honoring 60 years



Culminating event

- Riffing on “Art & Soul”
- Cut glass diamond style paperweight giveaways
- Student makers market
- Student music
- CAHM catering
- Awards: a student, an alum, a FT faculty member, a PT faculty member, a staff member, community member who embodies spirit of CCP For discussion: price points for staff/faculty/attendees



COMMUNITY COLLEGE OF PHILADELPHIA

Graphic sneak peek

RISE FROM WITHIN



COMMUNITY COLLEGE OF PHILADELPHIA



COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, September 4, 2025 - 2:30 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Epps, presiding: Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Tim Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Sheila Ireland, Dr. Carol Jenkins, Pastor Jonathan Mason, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Alycia Marshall, Ms. Josephine DiGregorio, Mr. Jacob Eapen, Dr. Mellissia Zanjani, Dr. Linda Powell, Dr. Darren Lipscomb, Ms. Carolyn Flynn, Dr. Seth Jacobson, Dr. Judy Gay, and Ms. Maria Baez, Student Representative

(1) Executive Session I

Executive Session I was devoted to a discussion of real estate and legal matters.

(2) Meeting Called to Order

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

(3) Public Comment

There were no Public Comments.

(4) Election of Board Officers

The Board approved the following slate of Board Officers for 2025-2026:

Chair	Harold T. Epps
Vice Chair	Roz McPherson
Vice Chair	Mindy Posoff
Secretary	Ajeenah Amir

(5) Report of the Interim President

(a) Update on the Status of the New Academic Year

The Board was informed of recent College updates, including an August 21, 2025 celebration recognizing faculty and staff achievements.

The Board was informed of the passing of two members of the College community, Ms. Loretta Masciantonio and Ms. Kimberly Daniel.

The Opening Session of Professional Development Week was held on Monday, August 25, 2025. This year's theme was: *"Rooted in Purpose, Roaring with Possibility: 60 Years of Students First."*

The Board was provided an update of key accomplishments from the previous year.

(b) Update on Enrollment

The Board was provided with an update on summer and fall enrollment for the Main Campus and Regional Centers, including information of programs with the largest increases.

The Board was informed that Councilmember Katherine Gilmore Richardson hosted a Workforce Spotlight on September 11, 2025, via *Facebook Live*, featuring the Navy Program.

The Board was informed that State Representative Rick Krajewski will host a Fall Fest and Open House at the Career and Advanced Technology Center on October 21, 2025.

(c) Update on 60th Anniversary of the College

The Board was provided with an update on the College's upcoming 60th Anniversary events, scheduled to take place from September 2025 through September 2026.

(d) Acknowledgements

The Board was informed of recent events held on campus and at the Regional Centers. Several staff members were acknowledged for their dedication and support during the events.

(e) Introduction of Student Representative to the Board of Trustees/SGA President

Members of the Board and Interim President Marshall welcomed Ms. Maria Baez to her first meeting of the Board of Trustees as the Student Representative.

(f) Foundation Report

The Board was provided with an update on annual giving. The Board was also informed of Foundation activities scheduled during the fall semester.

(6) Student Outcomes Committee, June 5, 2025

The Student Outcomes Committee met on June 5, 2025. The Committee reviewed the Applied Engineering Technology (Associate of Applied Science) and the Engineering (Associate in Science) programs. Both programs were approved by the Committee for an extension of five years. Both programs are part of the Consent agenda for Board approval.

(7) Business Affairs Committee, June 18, 2025 and Combined Meetings of the Business Affairs and Executive Committees of the Board, July 16 and August 20, 2025

The Business Affairs Committee met on June 18, 2025 and on July 16 and August 20, 2025 for Combined Meetings of the Business Affairs and Executive Committees of the Board.

The Board ratified the following contracts:

- (a) Maintenance Agreement and Annual Lease with Crown Castle Fiber LLC
- (b) Renewal Contract with Dell – APEX Backup
- (c) Renewal of Fortinet Security Solutions Contracts (Through June 30, 2026)
- (d) Award to Positive Wiring for Electrical Work at CATC & WRC
- (e) Contract with Granular Insurance – Stop Loss Coverage
- (f) Contract with UNUM for Life, AD&D, and Disability Insurance
- (g) Contract with Delta Dental
- (h) Contract with Tricon Construction Management, Inc. for Welding General Construction
- (i) Contract Award to Garland/DBS. Inc. for Bonnell Roof Repair/Restoration
- (j) Contract with Elliott Lewis for the Replacement of the Chiller Fill in the Bonnell Building
- (k) Contract with Elliott Lewis for Replacement of the Coil on Cooling Tower #2
- (l) Northeast Regional Center (NERC) Café

(8) Resolution for Salary Increases for Administrators, Grant Administrators, and Confidential Employees

The Board approved the Resolution for Salary Increases for Administrators, Grant Administrators, and Confidential Employees.

(9) Audit Committee, June 18, 2025

The Audit Committee met on June 18, 2025. The Committee reviewed the Audit Plan for the upcoming 2024-2025 financial audit.

(10) Workforce Subcommittee, August 27, 2025

The Workforce Subcommittee met on August 27, 2025. The Subcommittee reviewed and discussed the following topics: Engagement with Elected Officials, Enrollment Growth, and Program Launches and Outreach.

The Workforce Subcommittee also reviewed and discussed the presentation of the Workforce Strategic Plan.

(11) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meetings of June 5, 16, and 18, 2025
- (b) Grants and Gifts
- (c) Applied Engineering Technology Associate of Applied Science Program
- (d) Engineering Associate in Science Program

(12) Report of the Chair

(a) Board Committee Appointments

The Board Committee Assignments for 2025-2026 were circulated to members of the Board.

(b) Presidential Search Update

The Board was informed that an update of the Presidential Search will be provided in Executive Session II.

(c) Plan for Upcoming Meetings

The Board was informed that the meeting with the Mayor Parker's staff will take place on September 22, 2025. The purpose of the meeting was to provide an update on the College and to discuss opportunities for continued collaboration.

(d) Association of Community College Trustees (ACCT) Leadership Congress
October 22-25, 2025, New Orleans

The ACCT Leadership Congress is scheduled for October 22-25, 2025, in New Orleans, Louisiana.

(e) Update on Board Effect

The Board was provided an update on upcoming changes to the log in procedures for BoardEffect effective September 27, 2025.

(f) College Data Review

The Board reviewed and discussed slides of data provided by the Assessment Office on enrollment and graduation. The Board discussed the data findings and indicated that they are interested in the College's strategies in increasing enrollment and graduation. The Board

agreed that the topics of enrollment and graduation should be discussed at a future session of the Board of Trustees.

(13) Old Business

There was no old business discussed.

(14) New Business

There was no new business discussed.

(15) Next Meeting

The next scheduled meeting is a virtual Special meeting of the Board of Trustees. The meeting is scheduled for Wednesday, October 1, 2025 at 8:00 a.m.

The next regular meeting of the Board of Trustees (Committee of the Whole) is scheduled for Thursday, October 16, 2025, 2:30 p.m. – Career and Advanced Technology Center, 4750 Market Street, Room 341. The meeting is in person and there is no Zoom option available.

Wednesday, October 15, 2025 – 4:00 p.m. Executive Committee (if needed)
Executive Session of the Board and Dinner - 5:30 p.m. – Career and Advanced Technology Center, 4750 Market Street, Room 341. The meeting is in person and there is no Zoom option available.

The meeting adjourned at 5:18 p.m.

The Board reconvened in Executive Session II to discuss the presidential search and personnel matters.

DRAFT
COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Special Meeting of the Board of Trustees
Wednesday, October 1, 2025 - 8:00 a.m.

Present: Mr. Harold T. Epps, presiding: Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Tim 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. Alycia Marshall, Ms. Josephine Di Gregorio, Mr. Jacob Eapen, Dr. Mellissia Zanjani, Dr. Linda Powell, Dr. Shannon Rooney, Ms. Carolyn Flynn, Dr. Jacobson, Dr. Judy Gay, and Ms. Maria Baez, Student Representative

(1) Executive Session

(2) Meeting Called to Order

Mr. Epps stated the sole agenda item for this Special Meeting is for the Board of Trustees to act on the recommendation of the Presidential Search Committee regarding the Presidential candidate finalists.

(3) Public Comment

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

(4) Recommendation of the Presidential Search Committee
Regarding the Presidential Candidate Finalists (Action)

Mr. Epps requested a motion to accept the recommendations for the presidential finalists from the Presidential Search Committee.

Ms. Fulmore-Townsend moved, with Mr. Clancy seconding, that the Board accept the recommendation of the Presidential Search Committee regarding the

presidential candidate finalists. The motion carried unanimously, with no abstentions.

Mr. Epps stated that all participants will be informed of next steps. The process is expected to be completed during the month of October 2025.

(5) Adjourn

The meeting adjourned at 8:46 a.m.

Community College of Philadelphia Meeting of the Board of Trustees
Office of College Institutional Advancement and Foundation
Record of Grants and Gifts FY26 as of 8/31/25 (Trustees Meeting: October 16, 2025)

Summary by Source:

	FY2026		FY2025	FY2026 and FY2025
Held by College	<i>since last report 8/1/25 - 8/31/25</i>	Fiscal Year To Date 7/1/25 - 8/31/25	Fiscal Year To Date 7/1/24 - 8/31/24	Variance 7/1 - 8/31
Federal	\$ -	\$ -	\$ -	\$ -
State	\$ -	\$ -	\$ -	\$ -
Local / City	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -
Held by Foundation (Cash-in-Hand)	<i>since last report 8/1/25 - 8/31/25</i>	Fiscal Year To Date 7/1/25 - 8/31/25	Fiscal Year To Date 7/1/24 - 8/31/24	Variance 7/1 - 8/31
Corporations	\$ 12,400	\$ 22,440	\$ 62,525	\$ (40,085)
External Foundations	\$ 551,126	\$ 895,884	\$ 644,170	\$ 251,714
Individuals	\$ 16,991	\$ 26,667	\$ 22,073	\$ 4,594
Organizations	\$ 26,961	\$ 31,323	\$ 7,101	\$ 24,222
Total	\$ 607,478	\$ 976,314	\$ 735,869	\$ 240,444
TOTAL	\$ 607,478	\$ 976,314	\$ 735,869	\$ 240,444

Gifts In-Kind	<i>since last report 8/1/25 - 8/31/25</i>	Fiscal Year To Date 7/1/25 - 8/31/25	Fiscal Year To Date 7/1/24 - 8/31/24	Variance 7/1 - 8/31
TOTAL	\$ -	\$ -	\$ -	\$ -

PUBLIC / GOVERNMENT SUMMARY (posted 8/1/25 – 8/31/25)

- No public grants were reported during this period.

PRIVATE / PHILANTHROPIC SUMMARY (posted 8/1/25 – 8/31/25)

- The Maryanne Smith Bohlinger Revocable Living Trust bequeathed **\$442,125** for B&T Scholarships.
- The Gilroy & Lillian P. Roberts Charitable Foundation gave **\$66,000** (second payment on a **\$203,213** pledge) for the Gilroy Roberts Collection Operating Fund.
- The Julian A. & Lois G. Brodsky Foundation awarded **\$25,000** to the Student Emergency Fund.
- United Way of Greater Philadelphia & Southern New Jersey fulfilled their **\$25,000** pledge to the FY25 Black & Gold Gala.
- Quest for the Best gave **\$10,000** (third payment on a **\$50,000** pledge) for its scholarship fund.
- PECO Energy Company awarded **\$10,000** for the PECO STEM Scholarship.

GIFTS IN-KIND SUMMARY (posted 8/1/25 – 8/31/25)

- No In-kind gifts were reported for this period.

October 2025 Internal Events

October 01

Second Annual Financial Wellness Fair
12:00PM-2:00PM
Bonnell Building, Lobby

October 07

Dual Admissions Transfer Fair
9:30AM-1:00PM
Northeast Regional Center, Room 124

Power Hour: Sharp Minds Start Here
10:00AM -11:00AM
Pavilion Building, Klein Cube

Internship and Survival Job Fair
11:00AM-2:00PM
Bonnell Building, Lobby

Artist in Residency Concert
5:00PM-7:00PM
Library and Learning Commons

October 08

CCP Votes Registration Table
11:00AM – 1:00PM
Pavilion building, Lobby

Latine Heritage Month Annual Luncheon
11:30AM-1:00PM
Winnet Student Life Building, The Great Hall

October 09

Premier Institutions Transfer Fair
10:00AM-2:00PM
Bonnell Building, Lobby

Outfest at CCP
4:00PM-6:00PM
Bonnell Building, Blackbox

Most Worshipful Prince Hall Grand Lodge
and Absalom Jones Foundation Scholarship
Reception
4:00PM-7:00PM
Absalom Jones Courtyard

October 10

Catto Legacy Conference Reception
5:00PM – 7:00PM
Pavilion building, Klein Cube

October 11

Catto Legacy Conference
8:30AM-4:00PM
Bonnell Building, Lobby

October 13

Family Fun Day
2:00PM-5:00PM
Winnet Courtyard

October 14

STEM Transfer Fair
11:00AM-2:00PM
Pavilion building, Klein Cube

October 15

Historically Black Colleges and University
Transfer Fair
10:30AM-2:00PM
Bonnell Building, Lobby

Pronouns Day
11:00AM – 2:00PM
Pavilion building, Lobby

October 16

Jefferson Mammogram Exams
9:00AM-3:00PM
Mint Building, Main Steps

World Food Celebration Day
11:00AM -2:00PM
Grady's Garden

October 17

Cheyney University Agreement Signing Day
10:00AM-11:00AM
Bonnell Building, Lobby

October 20

Financial Literacy Week
10:00AM-2:00PM
Bonnell Building, Lobby

Queer Student Union, Spooky Open Mic
Night
4:30PM-6:30PM
Winnet Student Life Building, S2-03

October 21

Catto Express Day
12:30PM-3:30PM
Center For Business & Industry building
C2-05, C2-27 & C3-05

October 23

Admissions Fall Open House
4:30PM-7:00PM
Bonnell Building, Lobby

October 29

Student Club Fall Fest
11:00AM-2:00PM
Winnet Student Life Building, Lobby

October 30

FAFSA Training
9:00AM-4:00PM
Center for Business & Industry, C2-28