



MEETING OF THE BOARD OF TRUSTEES
Thursday, October 4, 2018 – 3:00 p.m.
Isadore A. Shrager Boardroom – M2-1

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MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday, October 4, 2018 – 3:00 p.m.

Isadore A. Shrager Boardroom, M2-1

- (1) Meeting called to Order
- (2) Public Comment
- (3) Recognition of Service of Former Members of the Board
- (4) Report of the Business Affairs Committee
 - (a) Resolution Approving Salary Increase for Vice Presidents and
and General Counsel (A)
- (5) Report of the Student Outcomes Committee
- (6) Report of the Audit Committee
 - (a) 2017-2018 Financial Statements (A)
- (7) Consent Agenda
 - (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of September 6, 2018
 - (b) Gifts and Grants
 - (c) Interior Design and Architecture Programs
 - (d) Parking Garage Management Firm
 - (e) High Speed Copiers
- (8) Report of the Chair
- (9) Foundation Report
- (10) Report of the President
- (11) New Business
- (12) Next Meeting: Thursday, November 1, 2018 – 3:00 p.m.
Isadore A. Shrager Boardroom, M2-1
- (13) Executive Session

Future Committee Meetings:

Business Affairs:	Wednesday, October 24, 2018 10:00 a.m. – Isadore A. Shrager Boardroom M2-1
Student Outcomes:	Thursday, November 1, 2018 1:30 p.m. – M2-34
Audit Committee:	TBD

Upcoming Events

Association of Community College Trustees Leadership Congress	October 24-27, 2018 Marriott Marquis, New York
Board of Trustees Retreat	Wednesday, November 14, 2018 8:30 a.m. – 2:00 p.m. Center for Business and Industry 1751 Callowhill Street, Room C2-5
Fall Pathways Breakfast	Monday, December 3, 2018 8:30 a.m. – 10:00 a.m. Pavilion Building, Klein Cube

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COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, September 6, 2018 – 3:00 p.m.

Present: Mr. White, presiding; Ms. Biemiller, Mr. Clancy, Mr. Epps, Ms. Fulmore-Townsend, Ms. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. Jean-Baptiste, Ms. Posoff, Representative Roebuck, Mr. Soileau, Dr. Generals, Ms. de Fries, Mr. Eapen, Dr. Gay, Dr. Hirsch, Mr. Murphy, Ms. Hurst, and Ms. Zellers

(1) Meeting Called to Order

Mr. White called the meeting to order.

(2) Public Comment

Mr. White explained the process for Public Comment. He stated that Public Comment at Board of Trustees meetings is an opportunity for faculty, staff, students, and members of the community to give input to trustees on the direction of the College. Mr. White stated that today there will be one speaker who will provide Public Comment. The presenter will have three minutes to address the Board.

Mr. Junior Brainard, Assistant Professor of English and Secretary of the Federation, spoke on behalf of Mr. Steve Jones, Co-President of the Federation. Mr. Brainard welcomed the new Board members to the College. He spoke about the mission of the College and the status of collective bargaining negotiations.

(3) Grow PA Presentation by Rob Wonderling, President and CEO
Greater Philadelphia Chamber of Commerce

Dr. Generals introduced Mr. Wonderling to the Board. Mr. Wonderling discussed the Grow PA statewide initiative. Mr. Wonderling explained that Pennsylvania has experienced a period of economic decline for the past forty years and the Grow PA initiative was established to create an economic agenda for the growth of Pennsylvania. The Grow PA initiative focuses on three pillars: 1) modernization of infrastructure; 2) transformation of institutions of higher education to become magnets for individuals to come and stay in Pennsylvania; and 3) acceleration of healthcare innovation, with healthcare, a career path within the College's wheelhouse, expected to become one of the top occupations in Pennsylvania.

Mr. Wonderling explained that Philadelphia and southeastern Pennsylvania are economic engines for Pennsylvania, and the College will have an important role in the state's

economic growth. Mr. Wonderling made three requests of the Board of Trustees: 1) be a Grow PA ally; 2) provide the Grow PA initiative with ideas regarding economic growth; and 3) inform Grow PA about other potential Grow PA advocates.

Mr. Epps noted that he has already signed on to be a Grow PA advocate. He also noted the need for Pennsylvania to improve upon educating Pennsylvanians to create a better talent pool. Mr. Soileau asked about Grow PA's success metrics. Mr. Wonderling indicated that they would measure success in three ways: 1) whether Pennsylvania is growing again; 2) overall gross domestic product (GDP); and 3) income distribution.

Dr. Generals asked Mr. Wonderling to comment more on Southeastern Pennsylvania being an economic driver for the state. Mr. Wonderling indicated that Southeastern Pennsylvania is responsible for 40-50% of Pennsylvania's revenues, however, the current economic model, driven by healthcare for older citizens, the correction system budget, and education, is not sustainable. Mr. Wonderling recommended moving toward a self-governance model for community colleges in Pennsylvania.

Mr. White noted the College's struggles with obtaining an adequate share of the state budget to avoid raising tuition and fees. Mr. White requested the Chamber's help in the College's efforts to get more state funding. Mr. Wonderling indicated that community colleges are in a good position to advocate for more funds because of the ability to measure practical outcomes, and also noted the need for more help from the Pennsylvania Higher Education Assistance Agency (PHEAA). Mr. Wonderling indicated that the College could count on the Chamber's support in its efforts to solicit more state funding.

(4) Report of the Student Outcomes Committee

Mr. White introduced Ms. Hernández Vélez as the new Chair of the Student Outcomes Committee. Ms. Hernández Vélez reported that the Student Outcomes Committee had met immediately prior to the Board meeting and discussed academic program reviews of the Interior Design, Architecture, Building Science, and Energy Conservation Academic Certificate programs. The Student Outcomes Committee will be recommending approval of the Architecture and Interior Design programs for a five-year term.

Ms. Hernández-Vélez moved, with Ms. Fulmore-Townsend seconding, that the Board accept the report of the Student Outcomes Committee. The motion carried unanimously.

(5) Consent Agenda

Prior to approval of the Consent Agenda, at Mr. White's request, Mr. Eapen, Vice President of Business and Finance and Mr. Jim Spiewak, Associate Vice President of Budgets and Business Services, presented a brief report on the recommendations of the Business Affairs Committee included in the Consent Agenda. Mr. Eapen and Mr. Spiewak reported that the Business Affairs Committee recommended that the Board approve the following items:

- (a) 2018-19 Property and Casualty Insurance Renewal Package
- (b) Three-year contract with AEFIS, LLC in response to an RFP for assessment management software
- (c) Purchase and installation of classroom door locks to improve the safety and security of the campus
- (d) Revised Policy and Procedure Memorandum #201, Open Market Purchasing, raising the RFP bid limit from \$15,000 to \$25,000
- (e) Extension of the external auditor contract with Grant Thornton for an additional year at the current rate
- (f) Amendment to HDR Contract for Architectural Services for the Library and Learning Commons Project to increase the square footage of the project
- (g) Approval of Stop Loss Insurance Agreement with Unum
- (h) Approval of Independence Blue Cross Agreement for three years
- (i) Approval of a tuition rate for online students from unrepresented counties in Pennsylvania equal to the in-county tuition rate
- (j) Proceedings and Minutes of Decisions and Resolutions Meeting of June 7, 2018
- (k) Gifts and Grants

Mr. Herzog moved, with Ms. Biemiller seconding, that the Board approve the Consent Agenda. The motion carried unanimously.

(6) Report of the Nominating Committee for Board Officers

Ms. Hernández Vélez reported that the Nominating Committee, consisting of her as Chair and Mr. Herzog and Ms. McPherson, had met and was recommending the following slate of Board Officers for 2018-19:

Mr. Jeremiah White	Chair
Ms. Suzanne Biemiller	Vice-Chair
Representative James Roebuck	Vice-Chair
Ms. Chekemma Fulmore-Townsend	Secretary

Ms. Hernández Vélez moved, with Mr. Herzog seconding, that the Board approve the above slate of officers. The motion carried unanimously. The Board congratulated the 2018-2019 Board Officers.

(7) Report of the Chair

Mr. White introduced and welcomed the following new members of the Board of Trustees to their first Board meeting:

Mr. Patrick Clancy, President and CEO, Philadelphia Works

Mr. Harold Epps, Commerce Director, City of Philadelphia
Ms. Sheila Ireland, Executive Director, Office of Workforce Development
City of Philadelphia
Ms. Sharon Jean-Baptiste, Regional Manager, Solutions and Technology
Jacobs Engineering Group
Ms. Mindy Posoff, Managing Director, Golden Seeds

Mr. White noted that many of the new board members were experienced in workforce development, an important initiative for the College. Mr. White stated that he looked forward to working together with the new Board members to strengthen the College and its service to students.

(7a) Board Committee Assignments

Mr. White stated that he will be reaching out to members of the Board regarding Board Committee assignments. Mr. White also made a request for an additional Board member to volunteer to sit on the Board of Directors for the Community College of Philadelphia Foundation. Mr. White noted that Mr. Soileau and Dr. Generals also sit on the Foundation Board.

(7b) Association of Community College Trustees
Leadership Congress, October 24-27, 2018
Marriott Marquis Hotel, New York

Mr. White reported that the Association of Community College Trustees (ACCT) Leadership Congress is scheduled for October 24-27, 2018 at the Marriott Marquis Hotel in New York. He stated that he, Dr. Generals, Ms. Posoff, Mr. Clancy, Ms. Ireland, and Ms. Jean-Baptiste will be attending.

(7c) Board of Trustees Retreat

Mr. White reminded members of the Board of the Board Retreat which is scheduled for Wednesday, November 14, 2018, 8:30 a.m. – 2:00 p.m. in the Center for Business and Industry, located at 1751 Callowhill Street, in Room C2-5. The agenda and materials for the meeting will be forwarded in advance of the Retreat.

(7d) Coinvention

Mr. White noted that he recently attended the “Coinvention” in Philadelphia regarding cryptocurrency, and he will be following up with some of the companies and individuals there who indicated an interest in talking to the College’s students about cryptocurrency and Blockchain technology.

(8) Foundation Report

Mr. Murphy circulated the fundraising report for August. He noted that this was a small gift period, completely in line with our expectations for the end of summer, yet 76% greater than last year at this time.

Mr. Murphy reported that preparations are starting for next year's Black and Gold Gala. Commitments have been secured from last year's planning committee. A list for additional committee members and co-chairs has been developed. Mr. Murphy stated that a list of potential honorees for President Generals and the committee members to consider has been prepared. Mr. Murphy stated that Mayor Kenney will be the Honorary Chair and has agreed to the date of June 12, 2019 for the gala. The gala will be held at Vie, located at 600 N. Broad Street, where it was held last year.

Mr. White indicated that he wanted the Board to focus on building the College's endowment, which was another reason why he wanted someone from the Board of Trustees to join the Foundation's Board of Directors.

Representative Roebuck inquired about alumni solicitation. Mr. Murphy indicated that the College's Office of Institutional Advancement had recently increased its database of alumni from 4,000 to 12,000.

Mr. Solieau informed the Board that the Foundation Board would be looking for 100% Board participation in the 2019 Gala. Mr. Murphy noted that Board participation in the 2018 Gala was the best yet. Mr. Murphy also thanked the Board for 100 % participation in giving last year.

(9) Report of the President

Dr. Generals welcomed the new members of the Board of Trustees. He stated that the Board orientation session had taken place earlier in the day. Dr. Generals stated that he looked forward to working with the new members of the Board in advancing the College and student success. Dr. Generals also encouraged the Board to get involved in student programming so they could see directly how their work impacted students. Dr. Generals called attention to his memorandum in the Board folder outlining his activities in which he participated June 7 – September 6, 2018.

(9a) Fall Semester

Dr. Generals noted that the Fall Semester began on September 4, and was off to a good start. He indicated that summer enrollment was up 2%. Although fall enrollment was down 2%, the College intends to encourage students to enroll in the College's 10-week semester which begins in October.

(9b) Professional Development Week

Dr. Generals reported that Professional Development Week took place August 27-31, 2018. The opening session was held on August 27. The theme of the week focused on diversity and inclusion workshops and a panel discussion on intersectionality and identities. Dr. Generals thanked Mr. White for delivering welcome remarks on behalf of the Board of Trustees.

(9c) On-Campus Events

Dr. Generals called attention to a list of campus events scheduled during the month of September. He noted the Patriot Day Ceremony which is scheduled on September 11, 2018 at 9:45 a.m. in the Bonnell Circle honoring and remembering those who lost their lives on September 11, as well as the events and activities taking place in honor of Latinx Heritage Month.

(9d) Redevelopment Assistance Capital Program (RACP) Funding

Dr. Generals announced that the College had been awarded a second round of RACP funding for the West Philadelphia building project in the amount of \$1 million. Dr. Generals thanked Representative Roebuck for his support and assistance in obtaining the additional funding.

(9e) Vice President of Marketing

Dr. Generals asked Dr. Gay to update the Board on the search for the College's new Vice President of Marketing. Dr. Gay indicated that the search was ongoing and the search committee had been working diligently to fill the position. Mr. Soileau recommended a search firm.

(9f) Tour of The Hamilton

Dr. Generals reminded members of the Board of the tour of The Hamilton following the Board meeting.

(10) New Business

Mr. White recognized and thanked Ms. Biemiller, Vice-Chair of the Board and Chair of the Business Affairs Committee, and Ms. Hernández Vélez, Chair of the Student Affairs Committee. He also informed the Board that Mr. Berghaiser would chair the Evaluation Committee for President Generals.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, October 4, 2018 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 4:10.

At this point, the Board reconvened in Executive Session.

(12) Executive Session

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

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, September 6, 2018 – 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. White, presiding; Ms. Biemiller, Mr. Clancy, Mr. Epps, Ms. Fulmore-Townsend, Ms. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. Jean-Baptiste, Ms. Posoff, Representative Roebuck, Mr. Soileau, Dr. Generals, Ms. de Fries, Mr. Eapen, Dr. Gay, Dr. Hirsch, Mr. Murphy, Ms. Hurst, and Ms. Zellers

(1) Meeting Called to Order

Mr. White called the meeting to order.

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The Board accepted the report of the Student Outcomes Committee.

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Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts
October 2018 Meeting of the Board of Trustees

GRANTS

Summary by Grant Type:

	8/29/18 - 9/24/18	2019 FY Year-to-Date
Government/Public Grants		
Federal	\$600,000	\$909,771
State	\$2,298,595	\$2,335,276
Local		
Private Grants		
Corporation		
Foundation		\$84,442
Organization		\$17,500
Other Grants		
Grant Total	\$2,898,595	\$3,346,989

GIFTS

Summary by Gift Type:

Gifts to the Foundation (\$5,000+)	Amount	Purpose
Private Donor Advised Fund	\$10,000	Restricted
William Penn Foundation	\$10,000	Restricted
Gifts In-Kind (estimated value \$200+)		

**Community College of Philadelphia
Office of Institutional Advancement
Summary of Grants
October 2018 Meeting of the Board of Trustees**

Federal

U.S. Department of Education awarded \$600,000 to fund the Center for Male Engagement (CME) from 10/1/2018 to 9/30/2019. CME is designed to increase the retention and graduation rates of African-American male students at the College through intentional, coordinated, and culturally responsive programming. This programming holistically addresses the particular academic and non-cognitive needs of African-American males as they pursue a degree, establish short and long-term career goals, become more civic-minded, and learn to use their social capital more effectively in order to become contributing participants of a global workforce.

State

Pennsylvania Department of Education has awarded the Carl D. Perkins Career and Technical Education grant for \$1,548,104 to fund the Perkins Postsecondary Local Plan program from 7/1/18 to 6/30/19. The goal of Local Plan is to develop academic, career and technical skills of students enrolled in career and technical education programs.

Pennsylvania Department of Human Services has awarded \$750,491 to fund the Keystone Education Yields Success (KEYS) program from 7/1/18 to 6/30/19. KEYS assists students who are TANF recipients in order to foster their academic success. KEYS offers academic supports including developmental courses, study and life skills workshops, career exploration, tutoring, mentoring, and resource development.

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, September 26, 2018 – 10:00 A.M.**

Present: Mr. Steve Herzog, presiding; Mr. Joseph Martz, Mr. Michael Soileau (*via* teleconference), Dr. Donald Generals, Mr. Jacob Eapen, Mr. Gim Lim, Mr. James P. Spiewak, Victoria Zellers, Esq., Ms. Jody Bauer and Invited Guest, Ms. Arlene Yocum

AGENDA – EXECUTIVE SESSION

AGENDA – PUBLIC SESSION

(1) Parking Garage Management Firm (Action Item)

Discussion: Mr. Spiewak stated that the Main Garage has been managed by Laz Parking since August 2013. While Laz Parking has provided satisfactory services to the College over the years, staff issued an RFP for Parking Garage Management with goals to enhance revenue, services and improve customer service.

The RFP was issued on Wednesday, June 6, 2018. Nine firms were invited to participate in this effort and of the nine, seven firms attended the mandatory pre-bid meeting, and five formal proposals were received. Based upon the proposals received, the evaluation committee consisting of members from Student Life, Budget & Business Services, Public Safety, Purchasing, and Auxiliary Services selected three firms (Laz, Park America, and SP+ University Services) for an interview.

After interviewing the three finalists, the committee, agreed that the best candidate was SP+ University Services, a firm which is focused solely on the unique needs of the higher education marketplace. Reference checks were performed and did not reveal any negative aspects of the operations. In response to Committee members' questions, Mr. Spiewak noted that the difference between SP+ University Services and Laz Parking projected labor and benefits cost was due to the fact that Laz had employees with significant length of service and corresponding higher hourly rates than what SP+ was projecting. SP+ also projected that not all of their employees would participate in their medical benefits program. Mr. Spiewak stated that although the management fee for SP+ was \$6,800 higher than Park America and \$1,800 higher than Laz, the evaluation team felt that overall proposal from SP+, particularly the emphasis on customer service and staff training, was superior to the other finalists.

Staff's recommendation to the Committee is that a three-year contract with two option years be awarded to SP+ University Services with a contract commence date of January 1, 2019.

Action: Mr. Martz moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board that a three-year contract with two option years be awarded to SP+ University Services with a contract commence date of January 1, 2019. The motion passed unanimously.

(2) High Speed Copiers (Action Item):

Discussion: Mr. Spiewak explained that the College utilizes four (4) high volume black and white copiers and one (1) color copier for duplicating in the Business Services Center. Two (2) black and white copiers are used for walk-up service to faculty and staff and two (2) black and white copiers are used for longer print runs and electronic submissions from faculty and staff. The existing copiers had been on a four (4) year dollar buyout lease which expired May, 2018. The equipment has approached its useful life and the units have become inefficient and unreliable.

The College issued an RFP for the replacement of this equipment in early July 2018. Seven (7) firms were invited to participate in this effort. Out of the seven (7) firms invited, five (5) firms attended the mandatory pre-bid meeting, and three (3) compliant proposals were received. Attachment B contains the criteria that was used to evaluate the firms and a financial summary of the bids.

Based upon the RFP specifications and subsequent on-site equipment demonstrations, the evaluation team consisting of representatives from Business Services, IT Networking and Purchasing recommend making an award to the lowest bidder, Canon Solutions America, Inc. for a four (4) year dollar buyout lease. In response to Committee members' questions, Mr. Spiewak noted that the previous vendor was Toshiba and that the annual cost for the new equipment is approximately \$7,000 higher.

Staff's recommendation to the Committee is to award Canon Solutions America, Inc. for a four (4) year dollar buyout lease in the amount of \$290,466.06.

Action: Mr. Martz moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board to award Canon Solutions America, Inc. for a four (4) year dollar buyout lease in the amount of \$290,466.06. The motion passed unanimously.

(3) Cyber Security Presentation (Information Item):

Ms. Jody Bauer, Chief Information Officer, presented an overview on how Information Technology secures the College's network environment from intrusion and hacking. She noted that it was the goal of IT to have a secure environment that would be non-intrusive to the educational process and that the protection of Personally Identifiable Information (PII) was of utmost importance. Ms. Bauer explained how the College utilizes third party vendors to monitor and protect the College's systems on a 24/7, 365-day effort where all traffic is monitored. Ms. Bauer provided data on the number of attacks and malicious code that were identified and prevented from affecting the College's system. She also discussed the procedures IT staff use to protect the system and how there is an on-going effort to educate staff on cyber security issues. She also noted that the College has a \$3 million dollar cyber insurance policy that provides, not only monetary protection in the event of an incident, but also professional help.

In response to Committee members' questions, Ms. Bauer stated that, in her opinion, the highest vulnerability is related to data being in the cloud. She informed the Committee members that a "Cloud Vulnerability" questionnaire needs to be completed and reviewed by her for all cloud-based vendors to do business with the College. She noted that our back-up systems in the Northeast Regional Center are real time and that strengthening education within her cyber security team and the next generation of firewall equipment will improve overall IT security.

Attachment C contains the slides from her PowerPoint presentation.

(4) Presentation by Ms. Arlene Yocum:

Ms. Yocum discussed recent Foundation Board activity. She noted that the Foundation is continuing to recruit new members that would enhance the Board and that, in addition, members of the community are coming to the Foundation asking how they can be involved. Ms. Yocum also discussed the Foundation's new campaign efforts and that these efforts will emphasize three areas: Achieving Student Success, Bachelor Bound, and Career Ready. The Foundation Board's activities will include demonstrating to donors the impact of their contributions.

(5) Next Meeting Date:

The next regularly scheduled meeting of the Committee will be held on Wednesday, October 24, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

JE/Im
Attachments

ATTACHMENT A

Comparison of Parking Management Firms

**ATTACHMENT A
COMPARISON OF PARKING MANAGEMENT FIRMS**

FINANCIAL INFORMATION

COMPANY	ANNUAL MANAGEMENT FEE	LABOR EXPENSES	EMPLOYEE BENEFITS	OTHER EXPENSES	TOTAL COST
LAZ	\$15,000	\$246,762	\$50,618	\$135,121	\$432,501
Park America	\$10,000	\$237,706	\$15,000	\$79,494	\$332,200
SP+	\$16,800	\$217,638	\$26,745	\$140,584	\$384,967

All companies interviewed have the capability and experience of managing and operating the College's parking garage. The evaluation committee felt that SP+ had the most thorough and complete proposal followed by LAZ. The committee also felt that the customer service training efforts of SP+ was the strongest. SP+ also has the strongest reporting capabilities including a data dashboard that would enable SP+ and CCP to analyze garage usage to the hour. Their proposed manager is bilingual and is experience with Data Park equipment. It was the unanimous decision of the committee that SP+ was the best fit for the College.

ATTACHMENT B
High Speed Copiers

Canon, Xerox and Ricoh equipment was evaluated on the following criteria:

- Image Quality
- Speed of the equipment
- Ease of use for Equipment Operators
- Compatibility with College existing IT network
- Pricing
- Reliability
- Image Quality

Financial Summary:

Vendor	Purchase Price	Total Cost Over 4 Years (*Lease Cost x 48 months)	Color Click Rate	B/W Click Rate	Click Cost Over 48 Months	Total Cost Over 4 years
Xerox	\$ 224,095.50	\$ 269,857.44	\$ 0.0390	\$ 0.0030	\$ 141,159.27	\$ 411,016.71
Canon	\$ 142,000.00	\$ 171,792.00	\$ 0.0285	\$ 0.0027	\$ 118,674.06	\$ 290,466.06
Ricoh	\$ 125,425.00	\$ 177,824.64	\$ 0.0340	\$ 0.0025	\$ 120,104.26	\$ 297,928.90

The click rate is the cost to cover maintenance and supplies associated with the equipment. It is based upon an estimated 8.3 million copies produced on an annual basis.

ATTACHMENT C
Cyber Security Presentation

Information Security

A Cyber-Security Discussion



Information Security/Cyber-Security

- Developing a holistic, agile approach to information security to create a secure network, develop security policies, and reduce institutional exposure to information security threats.
- Security is invisible by default. Identifying legitimate attacks, let alone breaches, is challenging.
- Personally Identifiable Information (PII) - Confidential data may be held in a variety of places. Confidential or Personally Identifiable Data resides in systems, the Cloud, paper, electronic files stored on the network or mobile media.

Information Security Assessment

Balancing security needs with usability.

Trying to align a secure environment with an environment which promotes accessibility, and not stifling the “academic freedom” approach to learning/teaching.

Information Security Assessment Infrastructure

Internal Firewalls with Contracted External Monitoring Service that is 24x7x365 by CNI and Clone Systems

- Security SOC - An information **security** operations center ("ISOC" or "**SOC**") is a facility where enterprise information systems (web sites, applications, databases, data centers and servers, networks, desktops and other endpoints) are monitored, assessed, and defended.
- 3 Managed IPS - intrusion prevention is a preemptive approach to network **security** used to identify potential threats and respond to them swiftly. Like an intrusion detection system (IDS), an intrusion prevention system (**IPS**) monitors network traffic.
- 4 Managed Firewalls - a part of a computer system or network that is designed to block unauthorized access while permitting outward communication.
- Managed SIEM - Security information and event management (**SIEM**) is an approach to security management that combines SIM (security information management) and SEM (security event management) functions into one security management system for real-time analysis of security alerts.



**External Contracted
24x7x365 Monitoring
Service**



**60% of Cyber Attacks
occur from inside**

Firewalls

How are we protecting our systems?

- Patch/Upgrade meetings bi-weekly – maintaining current patch levels on servers & systems – Key Risk Indicator (KRI) review
- Wi-Fi is public/guest only – No Access to the internal Wide-Area Network permitted
- Vulnerability Scans & Threat Reports monitored monthly
- SAS Team weekly “threat analysis” on all workstations

Vulnerability Protection CCP Attack Report January – August 2018

Policy Based Attacks (P2P, file sharing): 3,838,880

Threat Intelligent Attacks: 761,872

Malicious Code (Malware, Ransomware, Trojan, Virus): 314,762

Other Advance Attacks (DDoS, Extensive Scanning): 231,851



How are we protecting our systems?

Active Directory Controls

- Passwords are on a 45-day forced change cycle for faculty & staff.
- Auto-forwarding of all email in an account has been disabled for faculty & staff.
- 15 minute timeout period on desktop PC's – password required to access prior session.
- Secure policies on workstations to (a) prevent Malware key-logging ; (b) installation of applications; (c) changes to the system configuration; (d) anti-virus updates are pushed through automation.
- Alerts to Network Team and Account Locked when more than 5 failed login attempts are tracked.

How are we protecting our systems?

Enterprise System

- Banner User Accounts are audited monthly by DBA/Security Team to ensure that security roles assigned to user are valid.
- Passwords are on a 45-day forced reset cycle.
- Alerts to DBA Team and Account Locked when more than 5 failed login attempts.
- Banner Patch Management is reviewed bi-weekly.
- Banner TESTING is conducted in a protected lower database instance.

How are we protecting our systems?

Other Methodology

- Education of the end-user community is ongoing.
- ITS publishes “ITS ALERTS” on phishing schemes and warning of dangerous web-based sites.
- Ensuring that all data transferred into or out of our institution is encrypted.
- A new initiative is being piloted to push out phishing prevention training associated with a fake phishing tool to help in behavior modification.

Next Steps

- Proficiency on the next generation of Firewall appliance to be procured by CCP this fiscal year.
- Continuing to enhance our presence in the Cyber-Security arena through training of existing staff.
- Purchase a training tool for phishing education that will help with behavior modification.

Cyber Insurance Current Coverage

AIG Premium: \$16,981
\$3,000,000 Liability

- Media Content Insurance \$25,000 Retention
- Security & Privacy Liability Insurance \$25,000 Retention
- Regulatory Action Sublimit of Liability \$25,000 Retention
- Network Interruption Insurance \$25,000 Retention; Waiting Period of 10 hours
- Event Management Insurance \$25,000 Retention
- Cyber Extortion Insurance \$25,000 Retention



Resolution Approving Salary Increase for Vice Presidents and General Counsel

On this 4th of October, 2018, the Board of Trustees hereby approves a two percent (2%) salary increase for the Community College of Philadelphia's Vice Presidents and General Counsel serving on the College's Cabinet retroactive to July 1, 2018.

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

MINUTES

Thursday, September 6, 2018

1:30 p.m.

Conference Room M2-34

Presiding: Ms. Hernández Vélez

Committee

Members: Ms. Fulmore-Townsend, Rep. Roebuck

College

Members: Ms. de Fries, Dr. Gay, Dr. Generals, Dr. Hirsch, Dr. Roberts, Ms. Zellers

Guests: Mr. Bertram, Dr. Carter, Ms. Freeman, Ms. Frizell, Dr. Sweet

(1) Executive Session

There were no agenda items for the Executive Session.

(2) Public Session

(a) Approval of the Minutes of June 7, 2018

The minutes were approved unanimously.

(b) Academic Program Reviews: Building Science, Architecture, Interior Design, Energy Conservation Academic Certificate

Ms. Frizell provided a brief overview of the review. She described how the enrollments for the Architecture and Interior Design programs have increased and are expected to continue to increase. The programs have a thorough assessment plan under the current department head, with aligned assessments and data collection to apply to program improvement. Regarding increasing enrollments, Dr. Sweet explained that both are select programs and have been growing. Architecture is a well-respected program in the community and had its highest enrollments in Fall 2018. Both programs have strengthened articulation agreements with four-year institutions and have active advisory boards, with the goal of having students who are well-prepared to transfer. She added that enrollment growth may be due to fine tuning the coursework, a different direction under the current department head, and internal marketing that highlights career possibilities. The academic pathway also has a dedicated advisor assigned to it. Additionally, the programs will no longer require

that students pass a required introductory course before being able to enroll in the program. Removing this barrier should further increase enrollments.

Regarding the Building Science degree and the Energy Conservation Academic Certificate, Ms. Frizell noted that they are not performing as well. The coordinator position was vacant for a time and while the position was filled last year, it is vacant again. The programs have not been able to make progress on curricular edits, increasing industry connections, and strengthening marketing efforts. Per an action item in the reviews, the programs should examine their viability within the next academic year. Mr. Bertram explained that because enrollments are so small for these programs, increasing viability is the focus, as opposed to the make-up of the student population. Mr. Bertram also indicated that the programs would be interested in pursuing connections with high school programs, when possible.

Action: The Student Outcomes Committee unanimously recommended that the Board of Trustees accept the program review with approval for five years for the Interior Design and Architecture programs. The Committee deferred action for the Building Science and Energy Conservation programs; the programs should submit a follow-up report addressing the review recommendations for the November 2018 meeting.

(c) Academic Program Review Update: Computer Information Systems-Information Technology, Network and Systems Administration Proficiency Certificate, Computer Science, Computer Programming and Software Development Proficiency Certificate

Dr. Hirsch explained that when the academic program reviews were discussed at the last meeting, the Committee noted the lack of assessment materials submitted for the review and as such delayed action. Ms. Freeman gave an overview of the status of assessment in the programs. Many faculty have turned in course assessments, so that approximately fifty percent of outstanding reports were recently submitted and are being put into the department's Canvas repository. Any remaining reports should be submitted by the end of September. Ms. Freeman explained that because of the "state of things," she will do the program learning outcomes submission. Dr. Carter agreed that there has been an increase in submissions and is optimistic the assessments will be completed and that Ms. Freeman will complete the program learning outcomes assessments.

Action: The Student Outcomes Committee unanimously recommended the program submit a detailed report on the status of the assessments for the October 2018 meeting. The report should also include an update on efforts to increase the number of female students.

(d) **New Business**

There was no new business.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for October 4, 2018 at 1:30 p.m. in Conference Room M2-34.

Attachments:

Minutes of June 7, 2018

Interior Design Program Review

Architecture Program Review

Building Science Program Review

Energy Conservation Certificate Program Review

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

MINUTES

June 7, 2018

1:30 p.m.

Conference Room M2-34

Presiding: Dr. Rényi

Committee

Members: Ms. Fulmore-Townsend, Ms. Hernández Vélez, Rep. Roebuck

College

Members: Ms. de Fries, Dr. Gay, Dr. Generals, Dr. Hirsch, Dr. Roberts

Guests: Dr. Carter, Ms. Freeman, Ms. Frizell

(1) Executive Session

There were no agenda items for the Executive Session.

(2) Public Session

(a) Approval of the Minutes of May 3, 2018

The minutes were approved unanimously.

(b) Computer Information Systems-Information Technology A.A.S and Network and Systems Administration Proficiency Certificate, Academic Program Review and Computer Science A.S. and Computer Programming and Software Development Proficiency Certificate, Academic Program Review

Dr. Carter described how both programs are very important to Philadelphia's technology community. They provide opportunities for students to find good jobs and to transfer to four-year institutions, such as Drexel University. Ms. Hernández Vélez expressed concern about the comment in the report that the industry is predominantly male to explain the low percentage of female students. The program should be trying to impact the current status. Ms. Freeman, the department head for the computer technology-related programs, responded that the programs are trying to showcase women in the department. They are also trying to recruit women, for example, by going to open houses for College programs. Ms. Hernández Vélez asked about supports for female students. Ms. Freeman noted that the programs are hoping to establish a computer technology club and the faculty have an open-door policy, but

that such efforts are for all students and do not focus specifically on female students. Ms. Fulmore-Townsend asked if the programs have solicited any feedback from or done any assessments with female students. Dr. Carter stated that the programs would like to see events that bring potential female students onto the campus. The College has an Automotive Technology summer camp program, which draws female students to attend. She would like to see an increase in such activities and that the programs need faculty who will devote efforts to them. Dr. Rényi noted that robotics competitions have been popular among young women in Philadelphia and that the College's Engineering Program has a female study group; the Computer Technologies programs should consider such options. The programs should also develop five-year goals and plans for increasing female enrollments.

Dr. Rényi indicated that the Committee has concerns about assessment of student learning across the programs. Ms. Freeman responded that the programs assess each course each semester and have collected internal assessment data. Many of the recent curriculum revisions were based on assessment results and industry needs. Faculty meet often about assessments to ensure that all student learning outcomes are being met. Dr. Rényi noted that this work has not been documented, which makes it seem that assessments are in fact not taking place. The Student Outcomes Committee and the Board of Trustees need to review evidence in order to conduct program reviews. Ms. Freeman responded that the programs do assessments and do have data, but that they have chosen not to submit them under the current Contract circumstances. Ms. Hernández Vélez stressed that it impacts the total picture for the College when programs do not provide assessment data. Ms. Fulmore-Townsend said that she found it very disturbing that it appears that the data are being "held hostage," which is the message the Committee is receiving. Ms. Freeman responded that the programs have been unsure regarding where to submit their assessment data because of past issues with the database. Dr. Carter responded that she has provided all the department heads in her division with a format for submitting assessment information. While she has received reports from all other programs in the division, she has not received any submissions from the computer technology programs. Ms. Freeman reports that she has asked for reports from the program faculty and has received some and been told that the work is in progress in the others. Dr. Rényi asked that if the programs do submit grades, how do they make the distinction between submitting grades and submitting assessment results when both are different kinds of assessments?

Ms. Hernández Vélez noted concerns about the Advisory Committee for the programs and asked why there were no minutes from their meetings. It was explained that the current Dean of the division noted many such lapses when she assumed her position a few years ago and that she has been addressing this and other oversights. Dr. Hirsch reported that the College is moving to an electronic submission format, which will enable such records to be posted and shared. Regarding the composition of the Advisory Committee, Dr. Carter explained that members are mostly from small to medium-sized companies and are typically the head of the technology division in the company. Dr. Rényi said that there is a member of Comcast on the Board of Trustees, who should be able to suggest someone for the Advisory Committee. She also noted

that there was a contingent of the City of Philadelphia's IT department that has been promoting technology innovations. Ms. Hernández Velez said the Committee's members can also suggest someone from the City.

The Committee expressed their serious concerns that they did not receive any evidence of student learning as part of the review. It is unacceptable to ask the Committee to make a decision when no data have been provided. As such, the computer programs cannot be approved.

Action: The Student Outcomes Committee unanimously recommends that no action take place until documented evidence of student learning is submitted. Such evidence should be submitted by August 30, 2018 in order for the Committee to determine the future of the programs when it reconvenes on September 6, 2018.

(c) Workforce and Economic Innovation Program Update

Ms. de Fries described how the Citywide Workforce Strategy is a significant step forward for the City to bring people from different areas together. The City has identified the College as the lead in "Fueling Philadelphia's Talent Engine: A Citywide Workforce Strategy." Dr. Generals commented that the work by the Division of Workforce and Economic Innovation is impacting the focus of the College. To move workforce efforts forward, the College needs the support of the Board in order to expand and improve the equipment, space, and staff required to do so. Ms. de Fries explained that the Division of Workforce and Economic Innovation has made progress with Career Connections, but given the size of the College, Career Connections is not a sizeable resource. In comparison, JEVS has about 12 career-related staff people, while the College's Career Connections has four full-time staff.

Ms. de Fries described how the division is in talks with Philadelphia Works to fund three job-development positions; the proposal for this will be submitted soon. While employers do contact the College to come to campus, the division should more proactively be recruiting for this. Ms. Fulmore-Townsend asked if the division has the capacity to respond to or coordinate when employers do want to come to the College. Ms. de Fries said that the Division of Workforce and Economic Innovation has hired an Employment Management Specialist, who has been working on contacts coming in but has not yet ramped up efforts to be strategically proactive. Ms. Fulmore-Townsend also asked about the College's role in coordinating across the different agencies (such as the Chamber of Commerce, the School District, and Philadelphia Works) that are leading workforce efforts across various industry sectors, including manufacturing, technology, transportation and logistics, business, retail and hospitality, healthcare, and early childhood education. Ms. de Fries has made the division's staff members pointpersons for specific sectors; a new group focused on technology is an example. The Corporate Solutions and Career Connections units in the division meet internally to discuss cross-employment needs (such as training for existing employees, creating a pipeline for new employees, and hiring College students) and to share information. There are plans for a CRM for a database for all

departments, which could be eventually shared more broadly across the College. This will allow for greater coordination and documentation of interactions between the College and employers.

Dr. Rényi asked if the division has been able to develop five-year goals to support the College's vision. Ms. de Fries explained that the division has a strategic plan with six goals that are aligned with the College's strategic plan. Dr. Rényi requested the plan and goals be provided to the Committee so that they may be incorporated into the Student Success Dashboard.

(d) New Business

There was no new business.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for September 6, 2018 at 1:30 p.m. in Conference Room M2-34.

Attachments:

Minutes of May 3, 2018

Computer Information Systems - Information Technology A.A. S. and Network and Systems Administration Proficiency Certificate Program

Computer Science A.S. and Computer Programming and Software Development Proficiency Certificate Program

Fueling Philadelphia's Talent Engine: A Citywide Workforce Strategy – Executive Summary
Workforce and Economic Innovation (WEI) – Program Update

Community College *of* Philadelphia

Academic Program Review: A.A. in Interior Design Executive Summary

Summer 2018

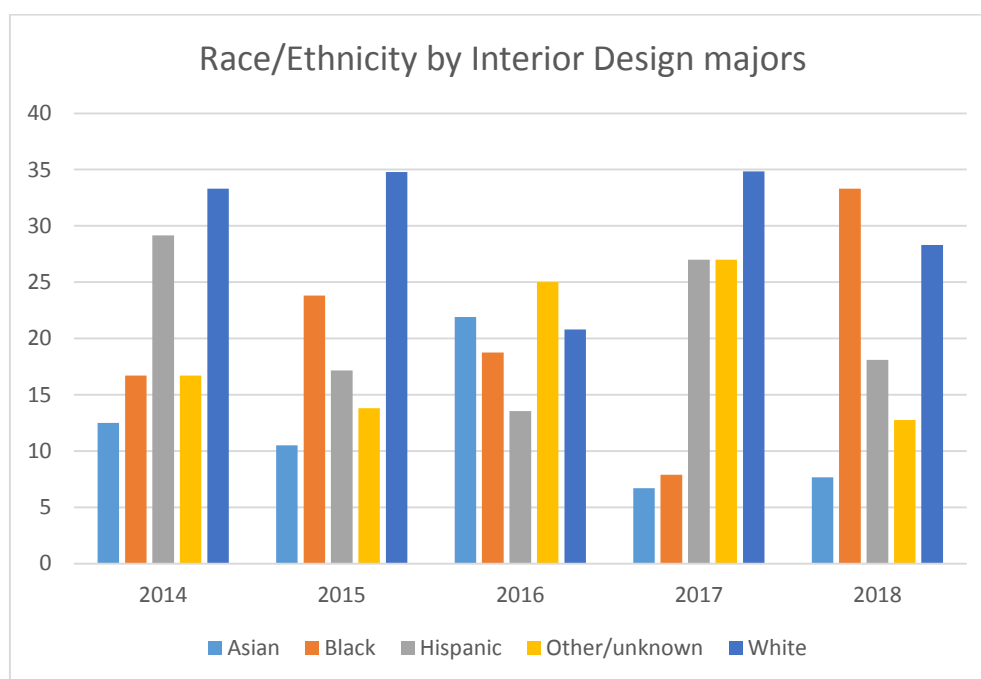
David Bertram, Teresa Frizell, Elizabeth Masters AIA, AFAAR

Executive Summary

A. Key Findings

Enrollment and Demographics

- i. Annual Interior Design program enrollment between 2013-2018 has been between 12-20 students.
- ii. Since Fall 2013 the program has been comprised of between 83-100% female students.
- iii. Due to the small size of the Program, it is not possible to draw conclusions about trends in enrollment by race/ethnicity. The Program's demographics vary as shown in the graph below.



- iv. The majority of students are between 22-29 years old.
- v. Sections typically enroll between 50-60% capacity.

Retention

- vi. The Program's five-year Fall-to-Fall retention rates averaged 26%. College-wide the average percentage of students who return to the same program is 36%.
- vii. The five-year Fall-to-Spring retention rates averaged 78%. College-wide average of students returning to the same program Fall-to-Spring is 64%. The Interior Design program's retention rates have equaled, or exceeded the College-wide Fall-to-Spring retention rates each year by a maximum of 33%.

Graduation

The 2013 Academic Audit for Architecture/Interior Design recommended the Program make changes to increase its graduation rate. The Program implemented curricular changes in response to the recommendation.

- viii. Spring 2018 enrollment was 14 students (233%) higher than Spring 2013.
- ix. The Program has increased the number of degrees awarded annually since 2013, with a high of 14 in 2015 and 9 in 2017.

Transfer

- x. The Program's transfer rate for students entering the College between Fall 2011-Spring 2016 was 53%.
- xi. The post-transfer graduation rate during the same time period was 12%.
- xii. In Spring 2018, the Head of the Architecture, Design, and Construction Department met with program directors of Jefferson University/Philadelphia University's Architecture, Interior Design, and Construction Management programs and assisted in completing articulation agreements for the three programs. It is anticipated that the agreements will be executed by Spring 2019.

Assessment

- xiii. Interior Design revised all Program Learning Outcomes effective Fall 2017.
- xiv. The ADC department has created a five-year assessment schedule for all Course and Program Learning Outcomes in the Department.
- xv. Prior to the revision the Program assessed 3 out of 4 of its PLOs in 2016, analyzed the data, and met the benchmarks.
- xvi. One PLO was not assessed in the past five years. It has since been changed and is on schedule to be assessed in the next five-year period.

Program Overlap

- xvii. The Program separated from Architecture in 2006. The programs continue to share faculty, approximately 90% of coursework, and an assessment calendar. They also shared program costing until 2017.
- xviii. In response to the 2013 Architecture/Interior Design Program Audit recommendation that, "The Dean of Liberal Studies and the Department Head should convene a meeting to discuss the current structure of these programs (and others in the ADC department) is truly viable" the ADC department wrote and disseminated a document that justified the division between the subjects as well as their inter-relationship. The essence of the response in this document is: "The ADC Department offers an AA degree in Architecture and a separate AA degree in Interior Design because these are two different career tracks in the professional world, each with a different route into it, and each with different, but somewhat overlapping areas of practice.

Cost

- xix. The ADC Program typically costs around \$73 per credit hour more than the Liberal Studies Division and \$69 more than the College. In 2017 Architecture, Interior Design, and Building Science began submitting separate costing data in 2017. The next APR should consider separate costing data.

B. Action Items

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

Enrollment

- i. Determine the ideal size of the program based on physical constraints and contract requirements and create an action plan to achieve that size.
- ii. Increase average section efficiency to 67% by 2023.

Demographics

- iii. Create a target and action plan to increase the number of males enrolled in the program by 2023.

Graduation

- iv. Increase graduation commensurate with program growth and patterns of enrollment by 2023, using Spring 2018 graduation as a baseline.

Transfer

- v. Continue to work with local Bachelor's programs to develop articulation or dual-admissions agreements.

Assessment

- vi. Implement assessments as scheduled, analyze data, and create and implement teaching and learning improvements.
- vii. Continue to work with the Office of Assessment and Evaluation to implement a useful and streamlined assessment process that ensures assessment of Course Learning Outcomes are contributing to the assessment of Program Learning Outcomes.

C. Narrative

The Interior Design Program at CCP offers instruction and skill development in the basics of interior design that considers this described scope of practice in the contexts of built context, human culture, history, and the environment. The program stresses critical thinking, analytical skills, complex problem-solving, and ergonomics in design and technical courses. Communication through oral and written communication, freehand drawing, computer

drafting, computer modeling, and physical modeling are key components of student preparation. Creation and discussion of spatial layouts, material and furniture selections develop the student's skills in interior design. The program maximizes student opportunity by providing them with skills that are marketable, in particular digital skills in computer drafting and rendering. As well, through coursework they develop a portfolio demonstrating their capabilities. This can be used as a tool for self-promotion to obtain in-field employment.

Community College *of* Philadelphia

Academic Program Review:
A.A. in Architecture
Executive Summary

SUMMER 2018

Teresa Frizell, David Bertram, Elizabeth Masters, AIA, AFAAR

Executive Summary

A. Key Findings

Enrollment and Demographics

- i. The Architecture program has been enrolling around 30 students annually, which increased to 44 in Spring 2018. Registration for Fall 2018 affirms this increase.
- ii. Sections typically enroll between 50-60% capacity.
- iii. Enrollment of students who identify as Asian and Hispanic exceed the College's by around five percentage points.
- iv. The Program's enrollment is 63% male compared to 36% male enrollment College-wide.

Retention

- i. Fall-to-Fall retention exceeds the College's by around 10 percentage points, while Fall-to-Spring exceeds it by 15 points.
- ii. The majority of students who depart the program with fewer than 24 credits do not transfer.
- iii. The majority of students who depart the program with 24 or greater credits do transfer. This is regardless of whether or not they have graduated from CCP.

Graduation

- i. Graduation rates exceed the College's by around 11%.
- ii. 16 students graduated with an Associate's degree in Architecture in 2017.
- iii. The 2013 Academic Audit for Architecture/Interior Design recommended the Program make changes to increase its graduation rate. The graduation rate has increased steadily since the Program implemented curricular changes in response to the recommendation.

Transfer

- i. Post-transfer graduation rates are at 24%.
- ii. The majority of students who transfer with any number of credits do not graduate from other institutions.
- iii. In Spring 2018, the Head of the Architecture, Design, and Construction Department (ADC) met with program directors of the Jefferson University/Philadelphia University Architecture, Interior Design, and Construction Management programs and assisted in completing articulation agreements for the three programs. It is anticipated that they will be executed by Spring 2019.

Assessment

- i. Architecture revised all Program Learning Outcomes effective Fall 2017.
- ii. The ADC department has created a five-year assessment schedule for all Course and Program Learning Outcomes in the Department.
- iii. Prior to the revision the Program assessed 3 out of 4 of its PLOs in 2016, analyzed the data, and met the benchmarks.

- iv. One PLO was not assessed in the past five years. It has since been changed and is scheduled to be assessed in the next five-year period.
- v. The Program wrote and is implementing plans for teaching and learning improvements.

Program Overlap

- i. The Program separated from Interior Design in 2006. The programs continue to share faculty, approximately 90% of coursework, and an assessment calendar. They also shared program costing until 2017.
- ii. In response to the 2013 Architecture/Interior Design Program Audit recommendation that, “The Dean of Liberal Studies and the Department Head should convene a meeting to discuss whether the current structure of these programs (and others in the ADC department) is truly viable” the ADC department wrote and disseminated a document that justified the division between the subjects as well as their inter-relationship.

The essence of the response in this document is:

The ADC Department offers an AA degree in Architecture and a separate AA degree in Interior Design because these are two different career tracks in the professional world, each with a different route into it, and each with different, but somewhat overlapping areas of practice.

Architecture is a field that is regulated at the state level. Each state has its own licensure laws to protect the health, safety, and welfare of the public. In Pennsylvania the Architects Act controls who can practice architecture and under what circumstances. In Pennsylvania there is no licensing or professional registration for interior designers, and interior designers may not practice architecture as it is defined in the Architects Act. This is one of the important reasons to keep the degrees at CCP as separate degrees.

Cost

- i. The ADC Program typically costs around \$73 per credit hour more than the Liberal Studies Division and \$69 more than the College. In 2017 Architecture, Interior Design, and Building Science began submitting separate costing data in 2017.

B. Action Items: The Office of Assessment and Evaluation makes the following recommendations for the Program:

Enrollment and Retention

- i. Examine data about students who depart with fewer than 24 credits in order to draw conclusions about why these students depart the program.
- ii. Determine the ideal size of the program based on physical/space constraints and contract requirements and create an action plan to achieve that size.

Graduation

- i. Increase graduation commensurate with program growth and patterns of enrollment by 2023, using Spring 2018 graduation as a baseline.

Transfer

- i. Continue to work with local Bachelor's programs to develop articulation or dual-admissions agreements.

Assessment

- i. Implement assessments as scheduled, analyze data, and create and implement teaching and learning improvements.
- ii. Continue to work with the Office of Assessment and Evaluation to implement a useful and streamlined assessment process that ensures assessment of Course Learning Outcomes are contributing to the assessment of Program Learning Outcomes.

C. Narrative

The Architecture program is focused on preparing the student for transfer to an accredited program and on providing the student with the requisite skills to acquire entry-level employment while in school. Design and construction of buildings, structures and environments is the area of practice where architects create the overall form and aesthetic of buildings and assure that the resulting design is not only beautiful, but that it meets the standard of protecting public health, safety, and welfare.

Instruction in Architecture initially focuses on the development of skills in two- and three-dimensional composition of objects and spaces, visual and critical thinking, pattern and image-making, design thinking, and problem-solving, all leading to the schematic design of the overall building form and aesthetics, facades, and interior spatial layouts. This course of study covers academic content similar to accredited architecture programs at the level of the first two years of study.

The Program has recently made curricular and assessment changes to keep abreast of changes in the field, especially in technology. The Department Head also created and is implementing a comprehensive assessment calendar. Prior to 2018 it assessed three out of four Program Learning Outcomes and met benchmark in all three. Despite this, the faculty created and are implementing teaching and learning improvements.

The Bureau of Labor Statistics predicts modest growth in Architecture-related fields. The current median wage for Architects in the Philadelphia Metropolitan Statistical area is \$33.30/hour.

Community College *of* Philadelphia

Academic Program Review:
A.A.S in Building Science
Executive Summary

Summer 2018

Teresa Frizell, David Bertram, Melanie Bailey

Executive Summary

A. Key Findings

Demographics

- i. Between 2013-2018 the Building Science program has enrolled between 9-12 students annually.
- ii. The Program has recently shifted from a majority of students enrolled part-time to 75% of students enrolled full-time.
- iii. 87.5% of Program enrollment is Male, compared to 36% at the College.
- iv. Beginning Spring 2018, racial/ethnic enrollment is within 4% of the College's. Prior to that time enrollment of students who identified as Black Non-Hispanic exceeded the College's by around 30%.

Retention

- i. The Program's five-year Fall-to-Fall retention rates averaged 45.5%. College-wide the average percentage of students who return to the same program Fall-to-Fall is 36%.
- ii. The Program's five-year Fall-to-Spring retention rates averaged 66.7%. The College-wide average percentage of students returning to the same program Fall-to-Spring is 64%.
- iii. Fall-to-Fall and Fall-to-Spring retention have exceeded the College's by 2-22%.
- iv. The majority of students who leave the program do so having earned between 0-11 credits.

Graduation

- i. The Program has issued two Associates of Applied Science (AAS) Degrees.

Program Management

- i. From 2017-2018 the Program was under the direction of a new Program Coordinator who instituted substantial changes to curriculum, assessment, marketing, and industry connections.
- ii. As of July 2018, the position of Program Coordinator is again vacant.

B. Action Items: The Office of Assessment and Evaluation makes the following recommendations for the Program:

By June 30, 2019 the Program should prepare a report on the viability of the Building Science program with regards to:

- i. The Program's ability to recruit, retain, and move students through the program to completion.
- ii. The Program's ability to capitalize on industry connections to create relevant curriculum and job placement.
- iii. The Building Science Program's relationship to other ADC offerings, especially construction management, and its ability to offer students unique and in-demand skills and knowledge.

C. Narrative

Building science careers are at the forefront of a new concept of how we design, build, and analyze structures. Professionals understand the effects of moisture dynamics, air movement, air quality, solar heat gain, and climate constraints on the built environment, in addition to appropriate HVAC and renewable energy implementation. Individuals with an interest in architecture, construction, and energy are being drawn into this career path due to global trends promoting environmentally responsible construction and retrofits.

From 2015 until 2017 the position of Program Coordinator for Building Science was vacant. Melanie Bailey accepted the position for the Summer of 2017. Ms. Bailey, along with David Bertram--Department Head of Architecture, Design, and Construction--made some significant changes to both the Building Science and Energy Conservation Programs, during the 2017-18 school year. The modifications were intended to update the relevance of the program, enhance professional relationships, and increase industry job opportunities for students.

Community College *of* Philadelphia

Academic Program Review: Energy Conservation Academic Certificate Executive Summary

Melanie Bailey, David Bertram, Teresa Frizell

Executive Summary

A. Key Findings

- i. Two students have earned an Energy Conservation Academic Certificate since its inception in 2011.
- ii. The Department Head questions the power of the Energy Conservation Academic Certificate to help students gain in-field employment.

B. Action Items: The Office of Assessment and Evaluation makes the following recommendations for the Program.

By June 30, 2019 the Program should prepare a report on the viability of the Energy Conservation Certificate with regards to:

- i. The Program's ability to recruit, retain, and move students through the program to completion.
- ii. The Program's ability to capitalize on industry connections to create relevant curriculum and job placement.
- iii. The Energy Conservation Certificate's relationship to other ADC offerings, especially construction management, and its ability to offer students unique and in-demand skills and knowledge.

C. Narrative

Energy Conservation careers are at the forefront of a new concept of how we design, build, and analyze structures. Professionals understand the effects of moisture dynamics, air movement, air quality, solar heat gain, and climate constraints on the built environment, in addition to appropriate HVAC and renewable energy implementation. Individuals with an interest in architecture, construction, and energy are being drawn into this career path due to global trends promoting environmentally responsible construction and retrofits.

From 2015 until 2017 the position of Program Coordinator for Building Science, who also oversees the Energy Conservation Certificate, was vacant. Melanie Bailey accepted the position for the Summer of 2017. Ms. Bailey, along with David Bertram--Department Head of Architecture, Design, and Construction--made some significant changes to both the Building Science and Energy Conservation Programs, during the 2017-18 school year. The position of Program Coordinator is again vacant.

October & November 2018 Events

#CCPVotes

October 1-November 6

The College is spearheading a series of initiatives to encourage and increase student voting and participation

Health and Wellness Fair

October 2 | 9a.m. –3 p.m.

Winnet Student Life Building, Great Hall

Sponsored by the Office of Human Resources

Open House Events

October 11 | West Regional Center

October 16 | Northeast Regional Center

October 22 | Main Campus

October 24 | Northwest Regional Center

Prospective students will get help with the admission process and learn more about programs at the College

Latinx Heritage Month Luncheon

October 3 | 11:30 a.m. – 1 p.m.

Winnet Student Life Building, Great Hall

Latinx in the United States: Past and Present

Featuring Keynote Speaker Pedro A. Regalado, Ph.D.

The MarcDavid LGBTQ Center

Ribbon Cutting Ceremony

October 5 | 1:00 p.m.

Winnet Student Life Building, MarcDavid LGBTQ Center

Drop the Mic Series

October 8–26

Bonnell Building, Large Auditorium

Student poets share their experiences, beliefs, concerns,

fears, frustrations, sorrows, loves and dreams in their own

language and on their own terms

Salsa Dance Party

October 9 | 11–3 p.m.

Winnet Student Life Building, Great Hall

Sponsored by the Office of Student Life

3rd Annual Human Trafficking Awareness Day

October 11 | www.myccp.online/human-trafficking

Main Campus

Activities aimed at human trafficking awareness and prevention include workshops, a Red Sand Walk, film screenings and more

LGBTQ Center Drag Show

October 11 | 5 p.m.

Winnet Student Life Building, Great Hall

A celebration of National Coming Out Day

Sponsored by the Marc David LGBTQ Center

Dual Admissions Signing Ceremony with

Rutgers University – Camden

October 17 | 8:30 a.m.

Bonnell Building, Lobby

Transfer Fair

October 17 | 9 a.m.

Bonnell Building, Lobby

Asian Arts Initiative Unveiling

October 19 | 3 p.m.

Bonnell Building, Lobby

The Food Collaborative Presents “Food Day”

October 24 | 9 a.m.

Pavilion Building, 2nd Level

Join us as we unveil our Community Gardens, and host a Food Resource Fair and Harvest Fest on this day filled with activities to address food insecurity and promote healthy living

Annual Photography, Art and Music

Faculty Exhibit

November 1-30

Mint Building, Rotunda

Visit the Rotunda to experience the amazing exhibits of the faculty on display

Election Day: Get Out the Vote

November 6

Join us for a series of events at the College aimed at getting the community to Get Out the Word to Get Out the Vote

Fireside Chat

November 6 | 3–4 p.m.
Winnet Student Life Building, The Great Hall
The second Fireside Chat of the academic year

Spring Garden Records Label Launch

November 8 | 5–7 p.m.
Pavilion Building, Klein Cube
Celebrate at the official launch party for the College's new record label

Veterans Day Ceremony

November 9 | 10 a.m.
Bonnell Building, Lobby
Join us on Veterans Day to honor our College's and nation's veterans

Fall Transfer Fair

November 12 | 8 a.m.–2 p.m.
Bonnell Building, Lobby

Pizza with the President

November 12 | 3–4 p.m.
Winnet Student Life Building, S2-3

PTK Induction Ceremony

November 13 | 7 p.m.
Bonnell Building, Large Auditorium
Phi Theta Kappa is the international honor society for two-year colleges

The Family Owned Business Series

November 13 | 8 a.m.–5 p.m.
Northeast Regional Center, Community Room
Training for owners of family businesses hosted by the Center for Small Business

Diversity Certificate Series

November 1, 5, 13, 14, 19 and 28
Visit www.myccp.online/diversity-certificate for event descriptions, times and locations
The aim of the Diversity Certificate Program is to offer quality workshops, dialogues and training on issues of diversity to all employees

Elixir: English and Creative Writing Mixer

November 14 | 5–8 p.m.
Mint Building, Rotunda

Entrepreneurship Conference

November 15 | 9 a.m.–12 p.m.
Center for Business and Industry, Room C2-5
Hosted by the Office of Institutional Advancement

Legislators Breakfast

November 16 | 8–10 a.m.
Northeast Regional Center, Community Room
Hosted by the Chamber of Commerce for Greater Philadelphia

Reentry Support Project Fair

November 16 | 9 a.m.–5 p.m.
Winnet Student Life Building, The Great Hall
An employment event in partnership with the Philadelphia criminal court system

Center for Male Engagement S3 Series

November 16 | 11:30 a.m.–1:30 p.m.
Center for Business and Industry, Room C2-28

Motivational Speaking Seminar

November 19 | 1–3 p.m.
Bonnell Building, Large Auditorium
Hosted by the Student Government Association

Commit to Complete Kickoff

November 26 | 9 a.m.–3 p.m.
Bonnell Building, Lobby
Encourages students to commit to completing a degree or credential and/or successfully transfer from the College

High School Law Day

November 28 | 8 a.m.
Winnet Student Life Building, Great Hall
High school juniors and seniors will experience an interactive day exploring law and related careers
Sponsored by the Fox Rothschild Center for Law and Society and the PA Bar Association

Student Pottery Sale

November 29 | 9 a.m.–3 p.m.
Bonnell Building, Lobby
Stop by the Student Pottery Sale, check out the beautiful work and bring home the perfect (and affordable) holiday gift!