

MEETING OF THE BOARD OF TRUSTEES

Thursday, May 7, 2020 – 3:00 p.m.

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Table of Contents

(1)	Agenda	Pages 2-3
(2)	Proceedings and Minutes of Decisions and Resolutions Meeting of April 2, 2020	Pages 4-24
(3)	Gifts and Grants	Pages 25-26
(4)	Resolution to Amend the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plan	Pages 27-28

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MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday, May 7, 2020 – 3:00 p.m.

- (1) Meeting Called to Order
- (2) Public Comment
- (3) Report of the Business Affairs Committee
- (4) Report of the Student Outcomes Committee
 - (a) Promotions (A)
 - (b) Dual Enrollment Presentation
- (5) Consent Agenda
 - (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of April 2, 2020
 - (b) Gifts and Grants
 - (c) Approval Not to Charge \$4 per Credit in College Fees for Summer I & II
 - (d) Approval for a Change Order in the Amount of \$25,349 Bringing the
Total Library Cisco RFP to \$139,349
 - (e) Resolution to Amend the Community College of Philadelphia's
Healthcare Plan and Disability and Life Insurance Plan
- (6) Report of the Chair
 - (a) Nominating Committee for Board Officers
- (7) Foundation Report
- (8) Report of the President
 - (a) COVID-19 Update
- (9) New Business
- (10) Next Meeting: Thursday, June 4, 2020 – 3:00 p.m.

(11) Executive Session

Future Committee Meetings:

Business Affairs: Wednesday, May 20, 2020
9:00 a.m.

Student Outcomes: Thursday, June 4, 2020
1:00 p.m.

Audit Committee: Wednesday, June 10, 2020
12:00 noon

Upcoming Events

Association of Community College
Trustees (ACCT) Leadership Congress September 30 - October 3, 2020
Hyatt Regency Chicago
Chicago, IL

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COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, April 2, 2020 – 3:00 p.m.

Present: Mr. White, presiding: Mr. Clancy, Mr. Dubow, Mr. Epps, Ms. Fulmore-Townsend, Ms. Gamble, Ms. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. Jean-Baptiste, Ms. McPherson, Ms. Posoff, Representative Roebuck, Mr. Soileau, Dr. Generals, Ms. Rooney, Mr. Eapen, Ms. DiGregorio, Ms. de Fries, Dr. Hirsch, Dr. Gay, Ms. Sessoms, Ms. Zellers, and Mr. Spiewak

(1) Meeting Called to Order

Mr. White called the meeting to order stating that he hoped everyone was doing well.

(2) Public Comment

There were no requests for Public Comment.

(3) Report of the Executive Committee

At the request of Mr. White, Mr. Eapen reported that the Executive Committee had met on March 27, 2020 and approved the following items which are part of the Consent agenda for approval by the Board of Trustees:

- Authorization to enter into a contract with TUTOR.com;
- Contract with Wayne Moving & Storage Co., Inc., in the amount of \$106,258 for relocating the Automotive Technology Program equipment; and
- Purchase of 500 Latitude laptops at a cost of \$254,710.

Mr. White stated that the Committee had a significant discussion regarding equity across the board regarding tutoring remotely. He stated that a broad discussion must take place regarding equity.

(4) Report of the Business Affairs Committee

At the request of Ms. Hernández Vélez, Mr. Eapen reported that the Business Affairs Committee had met on February 19 and March 18, 2020. The Committee reviewed and approved the following items which are part of the Consent Agenda for approval by the Board of Trustees:

- Purchase Order for the IT Infrastructure equipment for the Library & Learning Commons to Graybar, the second lowest bidder in the amount of \$114,000; and
- Cisco equipment for IT end-of-life replacements (RFP 10108).

(5) Report of the Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Student Outcomes Committee had not met prior to the Board meeting. She stated that Dr. Hirsch will provide an update to the Board on the transitioning of classes to online instruction as well as providing support services to students remotely. Ms. Fulmore-Townsend stated that transitioning to online instruction was no small feat. She stated that the COVID-19 situation accelerated the option of transitioning to online instruction, and thanked Dr. Hirsch and staff for all their hard work in transitioning classes in order that students can complete the spring semester.

Dr. Hirsch provided an overview of the work that has been done to transition in-person classes to remote instruction (Attachment 1). He stated that support services for students will also be available remotely (see Attachment 2). Dr. Hirsch stated that all summer courses have been converted to online.

Dr. Gay provided an overview of non-credit literacy classes and dual enrollment (Attachment 3).

Ms. de Fries provided an overview of Workforce and Economic Innovation non-credit sections as well as a status of Power Up Your Business and 10KSB Programs (Attachment 4).

In response to a question as to whether the College was providing assistance to businesses, Ms. de Fries stated that she is communicating with businesses on a daily basis and providing regular updates. She stated that she is also providing a webinar of what the State and Federal Government are making available to assist businesses that are in need.

Mr. Eapen provided an outline of the student device loan program (Attachment 5). He stated that students are also eligible for Comcast Internet Essentials Program. Mr. Eapen thanked Mr. Soileau for facilitating this option for students.

Ms. Rooney provided a summary of student basic needs supports (Attachment 6). She stated that there had been 208 visits to CCP Cares. Ms. Rooney was requested to share the chart with members of the Board.

Mr. Eapen provided an outline of how the College is conducting business during COVID-19 (Attachment 7 and 8).

Dr. Generals provided ways in which the College and staff are supporting the community during the pandemic (Attachment 9).

Representative Roebuck thanked the staff for the remarkable work that had been accomplished in creating a structure for delivering education in a crisis. He hoped that the College will use this model not as a one-time experience but in delivering education going forward.

Dr. Generals stated that the conversation is ongoing. He stated that transitioning to the online environment is not a one-time endeavor. Dr. Generals stated that he will be opening up the conversation broadly following COVID-19.

Ms. Posoff congratulated Dr. Generals and staff for transitioning instruction to the online environment. She asked that the College monitor the usage of online instruction as well as what modalities are being used by students.

Ms. McPherson stated that she was so proud of the College and was enlightened by all of the comprehensive efforts that have been made. She

congratulated Dr. Generals and staff on their response during this difficult time in our history.

Dr. Generals thanked the Board for their comments. He stated that it was a team effort, and congratulated the team and everyone for stepping up in this crisis.

(6) Report of the Audit Committee

At the request of Mr. White, Mr. Eapen reported that the Audit Committee had met on March 26, 2020. He stated that the Committee had reviewed the 2018-2019 Uniform Guidance Report prepared by Grant Thornton, the College's external auditor. Mr. Eapen stated that the Audit focused on financial aid and career and technical education. He stated that the College received a clean audit with no findings.

After discussion, Ms. McPherson moved, with Ms. Jean-Baptiste seconding, that the Board accept the 2018-2019 Uniform Guidance Report. The motion carried unanimously.

(7) Consent Agenda

Mr. White requested approval of the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of February 6, 2020
- (b) Gifts and Grants
- (c) Academic Program Review: Culinary Arts A.A.S.
- (d) Academic Program Review: Education Programs
- (e) Purchase Order for the IT Infrastructure Equipment for the Library & Learning Commons to Graybar, the Second Lowest Bidder in the Amount of \$114,000
- (f) Cisco Equipment for IT End-of-Life Replacements (RFP 10108)
- (g) Authorization to Enter into a Contract with TUTOR.com
- (h) Contract with Wayne Moving & Storage Co., Inc., in the Amount of \$106,258 for Relocating the Automotive Technology Program Equipment
- (i) Purchase of 500 Dell Latitude Laptops at a Cost of \$254,710

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

(8) Report of the Chair

Mr. White asked Mr. Dubow and Ms. Gamble to give the City's perspective regarding the disruption and potential impact on the College from COVID-19.

Mr. Dubow stated that there are two major impacts—the cost the City is incurring in setting up hospitals and protective equipment, and the impact on revenue as the economy changed overnight. Mr. Dubow stated that the relief from the Federal Government is only for expenditures but not for revenue loss. He stated that he is reexamining the City's budget and will resubmit a revised budget later in the month. Mr. Dubow noted that education is a high priority for the Mayor's budget which will be kept in mind as the budget is reviewed.

Ms. Gamble discussed the daily press conferences held by the City with local government officials and the School District of Philadelphia. She invited Dr. Generals to participate in the conference calls to elevate any issues on behalf of the College. Ms. Gamble indicated that she would email the locations where the City is distributing food so that the College can post it as a resource for students.

At the request of Mr. White, Mr. Clancy stated that Philadelphia Works has been inundated with lay-off notices. He stated that he is working with the State for a waiver grant, and is also working with the City on a transitional job program. Mr. Clancy stated that Philadelphia Works was paying about 400 people in distributing laptops for the School District and food to City residents.

Mr. White stated that it was important that the Commission for Community Colleges is protecting the interests of the community colleges as a group by scheduling meetings regularly and providing daily updates and contacts with the Governor's Office.

Ms. Sessoms stated that she is keeping everyone updated on a daily basis, including the Philadelphia delegation and City Council. She stated that she is also participating in the daily conference calls held by the Governor's Office.

On a national level, Ms. Sessoms stated that she is a member of the American Association for Community Colleges (AACC) Advocacy Committee that meets every day to discuss the stimulus package.

Dr. Generals stated that he had participated in the Chamber of Commerce for Greater Philadelphia conference call with Senator Casey held on March 24, 2020. He stated that he stressed the importance of providing financial support to higher educational institutions to cancel out the effects of COVID-19.

(9) Report of the President

Dr. Generals reported that he did not have much to add to the Board Update memorandum that was emailed to the Board as the majority of his activities had been canceled due to COVID-19. He indicated that he had been informed that he will be honored by the Urban League of Philadelphia with the Academic Innovator Award at their Annual Empowerment Dinner on June 3, 2020.

Mr. Epps congratulated Dr. Generals on the award. He stated that the date of June 3 may be up to debate for rescheduling due to COVID-19.

Dr. Generals reported that the search for the position of vice president for institutional advancement has been narrowed to one finalist and should conclude by the end of the week. Dr. Generals stated that in the spirit of transparency, he and Mr. Eapen know the candidate and that he had no opinion.

(10) New Business

Mr. White stated that COVID-19 is a very complex issue and commended staff for doing a tremendous job in handling the crisis. He urged the Board to work with staff to bring in resources. Mr. White noted that he appreciated the frank comments by Mr. Dubow and Ms. Gamble. He stated that it is time for leadership to push our agenda forward.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, May 7, 2020 at 3:00 p.m.

The meeting adjourned at 4:05 p.m.

The Board reconvened in Executive Session. The Executive Session was devoted to a discussion of personnel and legal matters.

Attachment 1

Remote instruction

- All In-person Spring 2020 Courses were Transitioned to a Remote Format (1,500 Course Sections) via Several Delivery Modalities
- Instruction Delivered Through: Learning Management System - Canvas, Zoom, and Videos
- Course Learning Objectives and Standards Maintained and Monitored through Transition Approval Process
- Established Course-Level Assessment Remains in Place - Faculty Review of Course and Student Outcomes
- All summer courses have been converted to online

Attachment 2

Student services available remotely

- Virtual Student Resource Center: Advising, Counseling, Library Services, Tutoring, Career Connections, Single Stop, Veterans Services, Student Development, Technology Assistance, and information on Internet access and FAQs for students
- Enrollment Services: Admissions, Registration and Financial Aid
- Services accessed via email or phone and delivered via Zoom, phone, email exchange, and Canvas

Attachment 3

Non-credit literacy classes and dual enrollment

- 27 non-credit literacy classes converted to online
- 736 dual enrollment students contacted by phone & email informing them how to access support through the College and School District.
- All School District dual enrollment students will have Chromebooks by April 13th.

Attachment 4

Workforce and Economic Innovation

- 13 non-credit sections have been fully converted to online/remote modalities: Pharmacy Technician, Bookkeeping and 5 CDA courses; Autocad; Grant Writing; Coaching Certificate Classes (3); Social Media Marketing
- 3 programs have been partially converted, but still require in person skills portion of the curriculum which will be resumed when in person classes can be held: Massage Therapy, Gas Pipeline Distribution Mechanic, Dental Assistant, Pathways to Manufacturing.
- Other non-Credit workforce programs requiring in person training, but had not yet started at the outset of the disruption, have been postponed until we can hold in person classes: Certified Nurse Assistant, Welding, Computer Numeric Control, Electro-Mechanical.

Workforce and Economic Innovation

- Power Up Your Business:
 - NWRC Peer Learning Cohort resumed online 4/1/20;
 - existing March and April workshops converted to online;
 - 3 new webinars created –
 - Building sustainable customer relationships during COVID-19;
 - Micro-enterprise lessons learned from COVID19 – How to re-engineer business models to take advantages of the opportunities to come;
 - Optimizing your operation during COVID-19
- 10KSB:
 - Cohort 21 resumed online 3/30 – 2 scholars dropped out; developing new opportunities for the cohort to reconvene when allowed;
 - Summer cohorts canceled nationally, pushed to Fall;
 - Sites directed to provide intensive support to alumni; providing advising and coaching assistance; new content in the works
- Career Services – All student and employer services moved online 3/23/20; zoom and phone appointments for resume reviews for students; faculty presentations available online; new webinars created to assist students with online interviewing; first weekly webinar on hot jobs currently in the market held 4/1 attended by 21 students.

Attachment 5

Student device loan program

- Technology needs survey conducted
- Faculty may request devices on behalf of students; IT coordinates on-site pickup
- 51 laptops distributed as of April 2
- Students also eligible for Comcast Internet Essentials Program

Attachment 6

Student basic needs supports

- Student support requests fielded at CCP Cares, Starfish, Single Stop
- \$200/monthly food
- Community resources and support shared at virtual support center, via social, weekly emails

SUMMARY OF INQUIRIES
Community College of Philadelphia (CCP) Cares

Category	Count	Percent
Advising - Total	29	24.6%
Advising (Academic)	14	11.9%
Advising (Financial Aid)	15	12.7%
Assistance - Total	48	40.7%
Assistance (Accessing Services)	7	5.9%
Financial Assistance (Bills/Food)	24	20.3%
Financial Assistance (Textbooks)	3	2.5%
Financial Assistance (Transportation)	2	1.7%
Financial Assistance (Tuition)	8	6.8%
Housing Assistance	4	3.4%
Courses - Total	34	28.8%
Courses (Professor Inquiry)	3	2.5%
Courses (Registration)	17	14.4%
Courses (Tutoring)	1	0.8%
Courses (Computer and/or Internet Access)	11	9.3%
Courses (Other)	2	1.7%
Other - Total	7	5.9%
Counseling (Personal)	5	4.2%
Work-study Inquiry (Payroll)	2	1.7%
Grand Total	118	100.0%

Reflects all CCP Cares data collected from January 1, 2020 through April 1, 2020

Attachment 7

Business continuity

- Payroll for employees & student workers successful
- Making vendor payments & depositing checks
- Mail available weekly on campus
- HR: Available remotely, continuing recruitment
- Ensuring Facilities' systems are operating smoothly
- Construction projects on hold pending waiver
- Public Safety managing security
- IA: Continuing fundraising, Black & Gold gala canceled

Attachment 8

Working remotely

- College will be closed through at least May 6
- Access to campus is very limited
- Communications have been distributed to each employee classification
- Support is available through College's Employee Assistance Provider via Human Resources

Attachment 9

Community support

- **Nursing** donating protective equipment to Jeanes and Fox Chase Cancer Center
- **West Regional Center** parking lot as overflow space for Children's Hospital testing site
- **Respiratory Care** program lending ventilators to Temple University Hospital
- **Pisetta Arrington** opened public food shelter in Northeast

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, April 2, 2020 – 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. White, presiding: Mr. Clancy, Mr. Dubow, Mr. Epps, Ms. Fulmore-Townsend, Ms. Gamble, Ms. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. Jean-Baptiste, Ms. McPherson, Ms. Posoff, Representative Roebuck, Mr. Soileau, Dr. Generals, Ms. Rooney, Mr. Eapen, Ms. DiGregorio, Ms. de Fries, Dr. Hirsch, Dr. Gay, Ms. Sessoms, Ms. Zellers, and Mr. Spiewak

(1) Meeting Called to Order

Mr. White called the meeting to order stating that he hoped everyone was doing well.

(2) Public Comment

There were no requests for Public Comment.

(3) Report of the Executive Committee

The Executive Committee met on March 27, 2020 and approved items which are part of the Consent agenda for approval by the Board of Trustees.

(4) Report of the Business Affairs Committee

The Business Affairs Committee met on February 19 and March 18, 2020 and approved items which are part of the Consent Agenda for approval by the Board of Trustees.

(5) Report of the Student Outcomes Committee

The Student Outcomes Committee had not met prior to the Board meeting.

The Board was provided with an overview of the following:

- The work that has been done to transition in-person classes to remote instruction and provide support services remotely;
- An overview of non-credit literacy classes and dual enrollment;
- An overview of Workforce and Economic Innovation non-credit sections as well as a status of Power Up Your Business and 10KSB Programs;
- An outline of the student device loan program;
- A summary of student basic needs supports;
- An outline of how the College is conducting business during COVID-19; and
- Ways in which the College and staff are supporting the community during the pandemic.

Members of the Board congratulated Dr. Generals and staff for all of the comprehensive efforts that had been made during this crisis.

(6) Report of the Audit Committee

The Audit Committee met on March 26, 2020.

The Board accepted the 2018-2019 Uniform Guidance Report.

(7) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions Meeting of February 6, 2020
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Mr. Dubow and Ms. Gamble provided the City's perspective regarding the disruption and potential impact on the College from COVID-19.

(9) Report of the President

Dr. Generals will be honored by the Urban League of Philadelphia with the Academic Innovator Award at their Annual Empowerment Dinner on June 3, 2020.

The search for the position of vice president for institutional advancement has been narrowed to one finalist and should conclude by the end of the week.

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frank comments by Mr. Dubow and Ms. Gamble. He stated that it is time for leadership to push our agenda forward.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, May 7, 2020 at 3:00 p.m.

The meeting adjourned at 4:05 p.m.

The Board reconvened in Executive Session. The Executive Session was devoted to a discussion of personnel and legal matters.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts
May 2020 Meeting of the Board of Trustees**

GRANTS

Summary by Grant Type:

	3/24/20 – 4/29/20	2020 FY Year-to-Date
Government/Public Grants		
Federal	\$ -	\$ 443,362
State	\$ -	\$ 2,202,226
Local	\$ -	\$ -
Private Grants		
Corporation	\$ -	\$ -
Foundation	\$ 225,000	\$ 1,857,971
Organization	\$ -	\$ -
Grant Total	\$ 245,000	\$ 4,523,559

GIFTS

Summary by Gift Type:

Gifts to the Foundation (\$5,000+)	Amount	Purpose
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Leo & Peggy Pierce Foundation	\$ 20,000	Program - Restricted
The Charitas Foundation	\$ 10,000	Event Sponsorship
Eckert Seamans Cherin & Mellott, LLC	\$ 5,000	Event Sponsorship
Gifts In-Kind (estimated value \$200+)		

Community College of Philadelphia
Office of Institutional Advancement
Summary of Grants
May 2020 Meeting of the Board of Trustees

Private

The Pew Charitable Trusts awarded a three-year grant of \$225,000 for Single Stop from 2020 through 2023 to support on-going operations of the program.

**RESOLUTION TO AMEND THE COMMUNITY COLLEGE OF
PHILADELPHIA’S HEALTHCARE PLAN AND DISABILITY AND LIFE
INSURANCE PLAN**

Whereas the 2019 novel coronavirus (COVID-19) has become a global pandemic and a national, commonwealth and local emergency (“COVID-19 Emergency”);

Whereas the COVID-19 Emergency required the College to close its physical Main Campus and Regional Centers effective March 14, 2020 and move all instruction and most student services to online and other remote alternative delivery methods through at least the end of Summer II 2020 creating a lack of work in certain positions;

Whereas Summer 2020 and Fall 2020 enrollment has decreased significantly causing severe budget constraints;

Whereas to alleviate these budget constraints, the College may be required to place employees on furlough, a temporary unpaid lay off status, to address budget constraints and lack of work;

Whereas the College sponsors and maintains a group health, disability, and life insurance plan for the benefit of certain eligible employees, retirees, and their eligible dependents and beneficiaries (collectively, the “Plans”);

Whereas, the College desires to amend the Plans at this time to provide that employees who are classified in a temporary unpaid lay off status (“Furlough Status”) shall continue to participate in the Plans during their furlough;

Whereas, the College desires to pay the cost of employee required contributions for Personal Choice medical coverage for full-time employees with a Furlough Status;

Now therefore, on this 7th day of May, 2020, the Board of Trustees for the Community College of Philadelphia hereby resolves to amend the Plans as follows:

1. Full-time employees and part-time classified employees who are moved to a Furlough Status, at any time between May 11, 2020 and December 31, 2020 may continue their current medical, prescription, and dental coverage for themselves and their eligible dependents through December 31, 2020 at the same employee required contribution rates; except that during the period of Furlough Status, full-time employee contributions toward the cost of Personal Choice medical insurance will be suspended.
2. Full-time employees and part-time classified employees who are moved to a Furlough Status may continue their current disability and life insurance coverage through December 31, 2020.

3. All other provisions of the Plans shall remain the same.
4. This Amendment shall automatically terminate and cease to be effective on December 31, 2020.

IN WITNESS WHEREOF, the duly authorized Chairman of the Board of Trustees for Community College of Philadelphia named below has caused this Amendment to the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plans to be executed on the date indicated below.

**COMMUNITY COLLEGE OF
PHILADELPHIA**

Date: May 7, 2020

By: _____
Jeremiah White, Chairman of the
Board of Trustees