

Meeting of the Board of Trustees, Thursday, June 3, 2021, 3:00 p.m.

AGENDA

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

- Inform the Board about the return to campus
- Make the Board aware of legislative opportunities
- Update the Board on the Budget and RCAP opportunities
- Discuss Board outcomes

(1) Executive Session

(2) Meeting Called to Order

(3) Public Comment

(4) Report of the President

- (a) Spring Semester Data
- (b) Return to Campus
- (c) 2021-2022 College Budget
- (d) RCAP
- (e) Foundation Report

(5) Report of the Business Affairs and Executive Committees

- (a) Memorandum of Understanding with the Philadelphia Housing Authority for Shared Housing Program for CCP Students (A)

(6) Report of the Business Affairs Committee

- (a) 2021-2022 College Budget (A)

Business Affairs Committee of the Board Meeting Minutes May 6, 2021[61279].pdf 3

Business Affairs Committee Meeting Minutes May 19, 2021[62931].pdf 24

(7) Report of the Student Outcomes Committee

May 6 2021 Student Outcomes Committee Minutes[62504].pdf 33

(8) Report of the Workforce Subcommittee

5-6-21 Workforce Package[62899].pdf 55

(9) Consent Agenda

- (a) Proceedings and Minutes of Decisions and Resolutions, Meeting of May 6, 2021

5.6.21 Board Proceedings.pdf 80

5.6.21 Minutes of Decisions and Resolutions.pdf 88

- (b) Gifts and Grants

Record of Grants & Gifts (JUN)[62478].pdf 93

(c) Avaya Phone Upgrade

(d) Fortinet-Network Access Control (NAC) Solution

(10) Report of the Chair

(a) Executive Committee

(b) Board Retreat

(11) New Business

(12) Next Meeting: Committee of the Whole

The “Committee of the Whole” at Community College of Philadelphia refers to the scheduling of the Board of Trustees’ standing committee meetings on one or two days to make it possible for any trustee to participate in the standing committee discussions. The Committee of the Whole is not a separate committee; rather, it is a structure that provides a means for promoting board member engagement and awareness of standing committee discussions on a frequent basis.

Wednesday, September 1, 2021

4:00 p.m. – 5:15 p.m. Executive Committee of the Board (if needed)

5:30 p.m. – 7:00 p.m. Dinner on your own and Presentation

Thursday, September 2, 2021

9:00 a.m. – 10:30 a.m. Business Affairs Committee

11:00 a.m. – 12:30 p.m. Workforce Subcommittee

12:30 p.m. – 1:00 p.m. Lunch Break

1:00 p.m. – 2:30 p.m. Student Outcomes Committee

3:00 p.m. – 5:00 p.m. Board of Trustees Meeting

Future Committee Meetings

Audit Committee Tuesday, June 15, 2021 9:00 a.m.

Business Affairs Wednesday, June 23, 2021, 9:00 a.m.

Wednesday, August 18, 2021, 9:00 a.m.

Thursday, September 2, 2021, 9:00 a.m.

Workforce Subcommittee Thursday, September 2, 11:00 a.m.

Student Outcomes Thursday, September 2, 1:00 p.m.

Upcoming Events

Foundation Virtual Black and Gold Gala Wednesday, June 23, 2021
6:30 p.m.

Association of Community College Trustees Leadership Congress
Manchester Grand Hyatt, San Diego, CA, October 13-16, 2021

**COMMITTEE AS A WHOLE
ZOOM MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, May 6, 2021– 9:00 A.M.**

Present for the Business Affairs Committee: Lydia Hernández Vélez, Esq., presiding; Mr. Rob Dubow; Mr. Steve Herzog, and Mr. Michael Soileau.

Present for the Trustees: Ms. Chekemma J. Fulmore-Townsend, Ms. Deana Gamble, Ms. Sheila Ireland, Ms. Mindy Posoff, and Mr. Jeremiah J. White, Jr.

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Carol de Fries, Ms. Josephine DiGregorio, Ms. Marsia Henley, Dr. Samuel Hirsch, Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. Vijay Sonty, Dr. David E. Thomas, Mr. John T. Wiggins, Ms. Mikecia Witherspoon, Dr. Mellissia Zanjani, and Victoria L. Zellers, Esq.

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

PUBLIC SESSION

AGENDA

Ms. Hernández Vélez opened the meeting at 9:04 A.M and stated that when she reviewed the agenda items for discussion, she placed them in “three different buckets” as follows:

- How do we make sure we are ready for on-campus life in September?
- How do we continue to build our technology infrastructure?
- How do we continue to operate in this environment (e.g., financial aid issues, increase access to workforce)?

(1) Data Center VxRail - Hyper Converged Infrastructure and Storage Area Network (SAN) Replacement (Action Item)

Background: VxRail is the only fully integrated, preconfigured, and pre-tested VMware hyper-converged infrastructure appliance family on the market. Based on VMware’s vSphere and Virtual SAN, and EMC software, VxRail delivers an all-in-one IT infrastructure transformation by leveraging a known and proven building block for the Software Defined Data Center (SDDC). Additionally, the last date that Dell Engineering may release any final software maintenance releases or bug fixes is August 23rd, 2023. After this date, Dell Engineering will no longer develop, repair, maintain, or test the product software.

Discussion: Mr. Eapen stated that the on August 3rd, 2018, Dell announced the end-of-sale and end-of-life dates for the Compellent SC4020, and Compellent SC200/220 storage enclosures. Mr. Eapen reported that Dell is leveraging our COSTARS agreement. He pointed out

that COSTARS is the State's cooperative purchasing consortium used by State Public Authorities, higher education institutions, and K-12. The pricing of COSTARS is \$924,666.78. Mr. Eapen stated that staff have been negotiating with Dell, and that the final selling price to the College is \$647,000 (Hardware: \$643,661.82 and Professional Services: \$2,828.08). He stated that the purchase can be made using Higher Education Emergency Relief Funds.

Mr. Sonty stated that as part of the College's Data Center architecture, the goal is to replace our current Dell SC4020 storage systems and associated storage enclosures with Dell VxRail Hyper-Converged appliances, for high availability, high performance, and ease of management. Mr. Sonty added that the solution will be built as a stretch cluster, across the Main Campus and the Northeast Regional datacenters encompassing automated failover of production and all critical services.

Mr. Eapen stated that this technology spend request is covered under the HEERF guidelines as it will be used to support remote instruction shift, provide extended student services, and enhance online learning capacity while covering the needed infrastructure upgrade associated with online education/learning.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the purchase of the Data Center VxRail SAN Replacement Project from Dell at the total cost of \$647,000. The purchase shall be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

(2) Elevator Maintenance (RFP) (Action Item)

Background: The elevator preventive maintenance service contract ensures continued safe, quiet, efficient, and trouble-free operation of the equipment. The service contract covers critical inspection, repair, and service standards to ensure all equipment and safety devices operate correctly and building code compliant.

The contractor shall systematically perform routine preventive maintenance on all elevator equipment every month. Regular preventative maintenance shall include inspection, lubrication, adjustment, cleaning, repair, and replacement of all equipment components, including, but not limited to, the following parts as required by the wear and tear of equipment.

Discussion: Mr. Eapen stated that the College issued RFP #10129 through the e-bid site Pennbid. There were 6 responses, Code Elevator, Otis Elevator, Tec Elevator, Liberty Elevator, Triad Lifts and Wyatt Elevator. Of these responses, 3 were significantly more expensive; therefore, the 3 lowest bidders were evaluated. He stated that Code Elevator was the lowest responsible bidder based on the monthly maintenance cost over five years for the amount of \$407,734. See Attachment A.

Ms. Henley stated that Code Elevator is located at 420 Fehleley Drive, Suite B, King of Prussia. PA 19406. She stated that Code Elevator has 42 employees of which 93% are male and 7% are female. Mr. Eapen stated that there are no minorities among the employees. However, he stated that staff will be reaching out to Code Elevator to encourage minority participation in their labor force.

Mr. Dubow asked if this was a capital project item. Mr. Eapen stated that this is an operating budget item. Mr. Herzog asked if this is more expensive than what was done in the past. Mr. Eapen stated that it is less expensive, and that the contractor who the College used in the past had very poor performance.

Action: Mr. Herzog moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board the approval to award Elevator Maintenance to Code Elevator who is the lowest responsible bidder based on the monthly maintenance cost over five years for the amount of \$407,734. The motion passed unanimously.

(3) Furniture for Catto Scholarship Office (Action Item)

Background: The new Catto suite has a central Main entry, reception, and waiting area-with Catto leadership's offices and a built-in closet and scan / print zone located nearby. To the south, are staff offices, a conference room, a built-in storage closet, a support alcove, and a secondary scan/print zone. The south end of the suite has a staff entry/exit and the Conference Room also has a direct staff exit door. To the north are staff offices, additional built-in closets, a student-worker station, and a smaller staff pantry zone. The north end of the suite also has a staff entry/exit door. In total, the suite has a quantity of 21 offices and 1 reception/admin workstation which equals a quantity of 22 staff workspaces.

Discussion: Mr. Eapen stated that the College issued RFP #10146 through the e-bid site Pennbid. There were 6 responses: Corporate Facilities, Inc. (CFI), CI Solutions/TransAmerican, Krueger International (KI), Corporate Interiors, WB Mason, and A. Pomerantz & Co. Each was evaluated for lowest responsible bid for base and qualified/unqualified alternates. Two of the companies, Corporate Interiors and Krueger International, were not low bidders in any category. Please note the following:

1. CI Solutions/TransAmerica - \$199,795 plus 5% contingency = \$210,000
 - Haworth Systems Furnishings and Metal Casegoods
 - Work Table, Height Adjustable
2. WB Mason - \$49,271
 - Desk & Conference Chairs
 - Tables
 - Credenzas
 - Accessories (lighting, monitor arms etc.)
3. Corporate Facilities, Inc. - \$19,342
 - Guest Seating
 - Meeting Tables
4. A. Pomerantz - \$1,992
 - Whiteboards
 - Work Table, Height Adjustable

Mr. Eapen stated that the total procurement equals \$280,605; however, the Board would need to approve CI Solutions/TransAmerican in the amount of \$210,000 since it is above the threshold of \$100,000. The procurement will be made using the Catto dollars.

Ms. Henley stated that CI Solutions is a minority, woman-owned company based in Center

City Philadelphia. CI Solutions has 7 employees and has 43% diversity in its workforce. WB Mason is locally based in Philadelphia with 113 employees and a 35% diverse workforce. Corporate Facilities is a Minority Women-Owned Business and has a local office in Philadelphia. Corporate Facilities has 52 employees with 11.5 percent diversity in its workforce. A. Pomerantz is locally based in Philadelphia, 100 percent MBE-owned, and has 10% diversity in its workforce.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board that the College enter into a contract with CI Solutions/TransAmerican in the amount of \$210,000 to supply the furniture for the Catto Scholarship Office. The procurement will be made using the Catto dollars. The motion passed unanimously.

(4) Approval of New Age Development Group Change Order for the Library & Learning Commons Project (Action Item)

Discussion: Mr. Eapen stated that the Library & Learning Commons Project is in its last phase with 85-90% completed. He asked Mr. Wiggins to show pictures of those areas that have issues as a result of unforeseen conditions. Since it is a 120-year-old building, it was found that conditions are not as they appear on floor plans. As these conditions are revealed, new Alternative solutions are created to correct the conditions. Mr. Wiggins pointed out the challenge with the Curtain Wall. The floor is not even and does not support the weight of a new curtain wall in the location that it is going to be moved to. He stated that in order to support the Curtain Wall, additional steel will need to be added. Mr. Wiggins mentioned that exploratory work was done in the steel-paneled ceiling which connects the West Building with the Mint Building and may be problematic in the future.

Mr. Eapen stated that this Change Order Five in the amount of \$178,000 will be in addition to Change Orders 1, 2, 3 & 4, totaling \$768,912 which will increase the original contract amount of \$7,693,491 to \$8,640,403. Please refer to Attachment B.

Mr. Herzog asked if the College is near the end of the change orders. Mr. Eapen stated that staff is hoping that the College is near the end of the change orders. Again, Mr. Eapen, stated that issues arise as a result of unforeseen conditions.

Dr. Generals asked where the College was in terms of the other companies who bid on the LLC project. Mr. Eapen stated that the NADG came in at \$7.2m. The next bid, Bedwell, came in at \$8.7m. Smith Construction came in at \$9m; MJ Settelen Construction came in at \$11m; and Clemens Construction came in at \$11.6m. He stated that the difference between NADG and Bedwell is around \$1.6m. The difference between NADG and Clemens is around \$4.4m. If the College were to have given the contract to Bedwell, there would still be change orders due to unforeseen conditions.

Mr. Dubow asked when is the project due to be finished. Mr. Eapen stated that the project was scheduled to be completed in November of 2020. However, due to COVID, the College lost a period of three months and the challenge with the demolition contract. Staff is hoping that most of the work will be accomplished by the end of May 2021; and that the Curtain Wall will be accomplished in June.

Ms. Hernández Vélez emphasized that we are taking every step to make certain that we “memorialize” what we encountered for future projects.

Action: Mr. Soileau moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the New Age Development Group Change Order Five for the Library & Learning Commons Project in the amount of \$178,000. The motion passed unanimously.

After the motion, Mr. White asked Mr. Wiggins since staff and the Board have not had a clear understanding of how things were built in the past, how will staff correct this situation for the future. Mr. Wiggins stated that in the future, he would like to explore all areas using a 360 camera. He stated that he will digitize all the photos/documents and have it readily available. Mr. White asked how long would this process take. Mr. Wiggins stated that with the assistance of the new Director, Construction Management coming on board, the hope is to start the pictures in the Fall. Further, Mr. White asked about the costs of building materials. Mr. Wiggins stated that building materials have increased by 20% to 30% due to COVID and materials being shipped from overseas.

(5) Air Handling Unit Refurbishments (RFP 10141) (Action Item)

Background: The College provides for HVAC support of the Bonnell, Mint and West Buildings with sixteen (16) existing indoor Air Handling Units and three (3) HV units located in the basements of the Bonnell Building (Quantity-8), Mint Building (Quantity-4) and West Building (Quantity-4). The TRANE units are of various sizes ranging from approximately 27,000 CFM to 45,000 CFM and include the original sixteen (16) cooling coils and six (6) heating coils. The successful completion of this project will achieve improved air quality of CCP’s facilities and increased efficiency of the HVAC system. The Project must be completed within sixty (60) calendar days. Time is of the essence.

Contractor services are required to provide and install AHU and HV replacement equipment and components, power wash unit interior and install ultra-violet light and circuitry for existing units at the CCP facility. Technical specifications are attached with this invitation to provide available materials and any manufacturer’s data available.

The Contractor shall be responsible for securing from Philadelphia Licenses and Inspections any and all permits required by the Work. This may include Hot Works Permits and Construction Permits, etc. The project was publicly advertised in 2 newspapers: Al Dia & the Philadelphia Sunday Sun.

RFP#10141 for Air Handling Unit Refurbishments was a construction bid initially posted to PennBid on the 15th of April, with a PreBid meeting of the 14th, and with Bids Due on the 28th. An invitation was also sent through PennBid to DBEs listed on the Pennsylvania register. The mandatory PreBid Meeting on April 15th was attended by seven contractors, zero of which were DBEs.

Discussion: Mr. Eapen stated that one of the employees’ concerns about returning to the campus is the buildings’ airflow quality. This concern has also been raised by the Federation. He

stated that there were two bid submittals; PT Mechanical being the lowest responsible bidder.

With respect to receiving HEERF dollars to assist with this procurement, Ms. Zellers mentioned that the College is requesting DOE approval to use HEERF II dollars. There may be a question as to whether the improvements are based on CDC guidelines or are considered capital improvements. Based on DOE'S decision, Mr. Eapen stated that the funds may be split using HEERF dollars and College capital funds.

Ms. Henley stated that PT Mechanical is based in Moorestown, NJ with 37 employees of which one percent is diverse. Mr. White mentioned what is meant by "diverse." Ms. Henley stated that it is racial diversity broken down by African American, Hispanic, Asia/Pacific Islander, and Native Hawaiian/Pacific Islander.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board that the College enter into a contract with PT Mechanical, the lowest responsible bidder, in the amount of \$1,732,100. The motion passed unanimously.

(6) 125 Smart Technology Classrooms (Action Item)

Background: The Classroom Technology upgrades will enable flexible and engaging teaching and learning. Modes of teaching that will be possible with this technology include:

1. Synchronous learning, allowing student to participate from various locations:
 - Classes can be split into multiple classrooms for simultaneous instruction from an individual instructor, allowing the seating in each classroom to accommodate social distancing guidelines
 - Students can participate in the class from remote locations
2. Asynchronous Learning, allowing students to participate from any location or time: In conjunction with a robust video repository, lectures can be easily recorded for later playback and review by students.
3. On-campus learning: advanced technology that encourages innovation and student engagement.

This project included the following equipment for each of the 125 classrooms:

- ClearTouch Interactive Boards, software and accessories
- Whiteboards
- Instructor Lecterns
- Dell Monitors for Instructor lecterns
- Cisco Wireless Access Points
- Cable Installation Services (Ethernet)
- Electrical Outlet & Wiring Installation Services
- Telephones for each Classroom

Specific rooms including Biology, Chemistry, and Art labs will be equipped with two cameras for projection onto a large display monitor, permitting students in the classroom to see what the instructor is doing without having to crowd the demonstration area. This will allow for social distancing in the classroom. It will help with accessibility, because students in wheelchairs

will be able to see as clearly as anyone else in the room. We will also connect (existing) digital microscopes to allow the entire class to easily see microscopic detail. This setup can also be used for online learning, either live or recording to video.

The project includes:

- One PTZ (Pan, Tilt, Zoom) camera that can automatically track the instructor
- Another camera will be focused on the demonstration table
- A switcher so faculty can toggle between the two

Mr. Eapen reminded the Business Affairs Committee that 35 Smart Technology Classrooms were approved by the Board in March at a total project cost of \$529,556.36 funded through CARES Act institutional dollars. He stated that a competitive RFP #10148 was issued on April 9, 2021 with a bid due date of, April 29, 2021 on the electronic bid site PennBid. This process yielded 3 responsible bids, with only 1 bid for Cable Installation. This is a multiple award project to the lowest responsible bidder for each category. See Pricing Summary on Attachment D.

Mr. Eapen stated the following:

- Troxell Communication: 123 Cleartouch Classrooms \$1,497,966
- Visual Sound:
 - 25 Camera Demonstration Classrooms \$208,665
 - Nurses Conference Room (W2-05) \$11,199
 - Lecture Hall Room (S2-03) \$46,782
- Bridge Cable: Cabling Services \$189,648

He stated that the total procurement cost is \$1,954,260 and will be paid using HEERF dollars.

Ms. Henely provided the demographics. She stated that Troxell Communications has a corporate office in Phoenix and a local office in Philadelphia. Troxell has a total of 179 employees of which 7% are diverse. Bridge Cable is located in Abington, PA with 8 employees, with 37% diverse workforce. Visual Sound is a WBE firm located in Broomall, PA with 97 employees, of which 12.3% are diverse.

Mr. Soileau asked who will provide the training. Mr. Eapen stated that the College has a project lead on site with over 30 years of experience who will be working with Troxell and Visual Sound.

Action: Mr. Herzog moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board that the 125 Interactive Board Technology Classrooms and 25 Camera Classrooms project be awarded to the lowest responsible bidders as follows:

- Troxell Communications: 123 Cleartouch Classrooms \$1,497,966
- Visual Sound:
 - 25 Camera Demonstration Classrooms \$208,665
 - Nurses Conference Room (W2-05) \$11,199
 - Lecture Hall Room (S2-03) \$46,782

- Bridge Cable: Cabling Services \$189,648

The total Project Award, \$1,954,260, will be paid with HEERF (Higher Education Emergency Relief Funds).

(7) Electrical Wiring for Smart Technology Classrooms (Action Item)

Discussion: Mr. Eapen stated that for the installation of the Smart Technology in classrooms, new or the repositioning of the 110 Volt electrical outlets is required. This wiring is for 160 HEERF-funded classrooms and 22 Perkins-funded classrooms, a total of 182 classrooms. A competitive RFP #10148 was issued on April 9, 2021 with a bid due date of April 29, 2021 on the electronic bid site PennBid. This process yielded 1 responsible bidder for the electrical wiring component, Troxell Communications.

Ms. Henley stated that Troxell Communications was the only who bid the electrical portion of this project and will hire a subcontractor to perform the work. She stated that Troxell Communications has a corporate office in Phoenix and a local office in Philadelphia. Troxell has a total of 179 employees of which 7% are diverse. Mr. Dubow asked if Ms. Henley had the demographics on the subcontractor. Mr. Eapen mentioned that the information will be provided. Mr. Dubow questioned why only one bidder. Both Ms. Henley and Mr. Wiggins reached out to electrical contractors who the College used in the past; but they were involved with other projects.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board that the electrical wiring bid be awarded to Troxell Communications in the amount of \$283,112. The funding for the wiring of the 160 classrooms will be with HEERF funds in the amount \$248,890 and 22 classrooms will be funded through College funds in the amount of \$34,222. The motion passed unanimously.

(8) Appointment of Third Coast Higher Education as Financial Aid Consultants (Action Item)

Discussion: Ms. Zellers stated that there were preliminary findings by the Department of Education in a financial aid program review and the College has a limited time period to respond to the findings. The College's financial aid department is not able to do the work in house. The College sought proposals through outside counsel from three financial aid consulting firms: Blue Icon, Higher Education Assistance Group (HEAG), and Third Coast Higher Education. Blue Icon and Higher Education Assistance Group were only available to assist with a portion of the project. The College also directly reached out to Financial Aid Services, Inc. who also could do only a portion of the project. Third Coast Higher Education was available to assist on all aspects of the project. Third Coast Higher Education Group is 50% women-owned company with 80% of its staff identifying as women and 60% of its staff identifying as BIPOC. Third Coasts rates are \$180 per hour for file review and \$200 per hour for program review and improvement. The College has retained Third Coast Higher Education on a preliminary basis through the law firm of Saul Ewing who is assisting in the program review but requests the Board to affirm this appointment for the length of the project.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board to affirm the appointment of Third Coast Higher Education as

Financial Aid Consultants to respond to the DOE program review. The motion passed unanimously.

(9) Ann Hill Makerspace in Library and Learning Commons (Action Item)

Discussion: Mr. Eapen stated that on January 15 ,2021, Thomas Hill confirmed his intent to recommend a contribution be made to the Community College of Philadelphia Foundation (the "Foundation") from the Ann Hill Donor Advised Fund to establish the Ann Hill Pay If Forward Scholarship Endowment and to name the Ann Hill Makerspace in the Library and Learning Commons. On January 29, 2021, the Community College of Philadelphia Foundation (the "Foundation") received \$300,000 from the Ann Hill Donor Advised Fund, with \$250,000 designated for the endowment and \$50,000 designated for the naming opportunity. On April 20, 2021, Thomas Hill entered into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the "College"), confirming the \$300,000 donation and that the purpose of the donation was for the establishment of the Ann Hill Pay It Forward Scholarship Endowment, and the naming of the Makerspace in the Library and Learning Commons on the Main Campus of the College.

In accordance with the College's Naming Policy and the terms of the Gift Agreement, staff request that the Business Affairs Committee recommend to the Board of Trustees, the Resolution attached hereto as Attachment E, to properly recognize the donation from the Ann Hill Donor Advised Fund and name the Makerspace in the Library and Learning Commons, "the Ann Hill Makerspace."

Action: Mr. Herzog moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Board of Trustees, the Resolution attached hereto as Attachment E, to properly recognize the donation from the Ann Hill Donor Advised Fund and name the Makerspace in the Library and Learning Commons, "the Ann Hill Makerspace." The motion passed unanimously.

At this point, the Committee temporarily ended the Public Session at 9:47 A.M.

EXECUTIVE SESSION

The Committee participated in an Executive Session regarding legal matters and confidential and proprietary information of vendors.

PUBLIC SESSION

The Public Session reconvened at 10:20 A.M. to vote on the following action items:

(10) Appointment of Labor Relations Counsel (Action Item)

Discussion: Ms. Zellers stated that Act 195 requires the College to officially commence its labor negotiations in January 2022. As the College prepares for labor negotiations, the College would like to re-appoint the Faegre Drinker law firm (formerly Drinker Biddle). Faegre Drinker was successful in defending the College from unfair labor practice charges brought during the College's last negotiations confirming that assessment of student learning outcomes was in

integral job responsibility of the faculty and that the College had the management right to run a Winter Term. Faegre Drinker counsel also led labor negotiations which had many favorable outcomes for the College including re-enforcement of management rights, an increase in new faculty workload, diversity fellowships, and fiscally responsible changes to post-retirement healthcare benefits among other favorable changes.

Based on their knowledge of the College, its collective bargaining agreements and its successful representation of the College during the last negotiations, staff request that the Business Affairs Committee recommend to the full Board the reappointment of the Faegre Drinker firm with the team members expected to be: Mark Foley, Esquire, Matt Fontana, Esquire, and Renee Mason. Faegre Drinker has offered the College discounted rates for the length of the negotiations preparation and negotiations period. The Committee discussed the confidential and proprietary rates offered by Faegre Drinker during Executive Session.

Action: Mr. Herzog moved and Mr. White seconded the motion that the Committee recommend to the full Board the reappointment of the Faeger Drinker firm as labor relations counsel with the team members expected to be: Mark Foley, Esquire, Matt Fontana, Esquire, and Renee Mason. The motion passed with Mr. Dubow abstaining.

(11) AEC Partners (Action Item)

Background: The College's Purchasing Department assessed the local market for diverse suppliers for PPE supplies for our re-opening efforts. This process generally entails contacting local support and advocacy groups for recommendations. AEC Partners is a supplier on the Chamber of Commerce for Greater Philadelphia "Supply PHL" a published list of local and diverse firms who have PPE supplies available. AEC Partners were contacted and requested to provide price quotes for both surgical and KN95 masks. AEC Partners has the lowest unit cost for the KN95 masks in comparison to others. The College would like to purchase quantity 5,000 KN95 Masks at the unit cost of \$0.50, a total order amount of \$2,500. (Please refer to Attachment F.)

Under the College's Conflict of Interest policy and the Board of Trustees' Conflict of Interest policy and disclosure statements, if the College intends to do business with a trustee, his/her spouse, his/her child, other immediate family member or same household member, in more than a *de minimus* amount, the conflict must be disclosed, the Trustee may be present to answer any questions regarding the contract/business relationship, and then a discussion and vote must take place with the trustee not present. Trustee Harold Epps's daughter, Kathryn Epps, is the President of AEC Partners and Mr. Epps is an advisor to AEC Partners.

Although the recommended purchase is below \$5,000 and therefore, below the *de minimus* threshold, the College administration would like to receive Board approval for this purchase and any further purchases from AEC Partners that otherwise comply with the College's Open Markets Purchasing policy. AEC Partners is a minority-owned business enterprise and the College wishes to support MBEs when possible.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board to purchase from AEC Partners a quantity of 5,000 KN95 Masks at the unit cost of \$0.50, a total order amount of \$2,500. Trustee Harold Epps's daughter, Kathryn Epps, is the President of AEC Partners and Mr. Epps is an advisor to AEC Partners. The motion

passed unanimously.

(12) Pipeline! Philly

This item was tabled for a future meeting.

(13) New Business:

Mr. White mentioned that two presentations will be scheduled with the Commonfund and TIAA regarding the College's investment portfolios. All Committee members who are interested in attending should inform Mr. Eapen.

Mr. White mentioned to Mr. Soileau that when he went to do the videotaping for the virtual graduation, Mr. White talked to the people in the studio who had very good ideas regarding the College. Mr. White thought it best if Mr. Soileau would talk to them further about promoting the College. At this point, the Committee members observed that Mr. Soileau's audio and video features were not functioning.

(14) Future BAC Meeting Dates (Information Item)

For your time and consideration, proposed meeting dates have been established for Committee meetings through August 2022. The Committee meetings will be on a 3rd or 4th Wednesday in a month depending on the number of weeks in a month (4 or 5) and holidays. Future meeting dates are as follows. Also included are the Business Affairs Committee as a Whole Meetings:

2021

- **Thursday, May 6, 2021 – 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, May 19, 2021 – 9:00 A.M.
- Wednesday, June 23, 2021 – 9:00 A.M.
- **No meeting in July**
- Wednesday, August 18, 2021 – 9:00 A.M.
- **Thursday, September 2, 2021 – 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, September 22, 2021 – 9:00 A.M.
- Wednesday, October 20, 2021 – 9:00 A.M.
- **Thursday, November 4, 2021 – 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, November 17, 2021 – 9:00 A.M.
- **No meeting in December**

2022

- Wednesday, January 19, 2022 – 9:00 A.M.
- **Thursday, February 3, 2022- 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, February 16, 2022 – 9:00 A.M.
- Wednesday, March 23, 2022 – 9:00 A.M.
- Wednesday, April 20, 2022 – 9:00 A.M.
- **Thursday, May 5, 2022 – 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, May 18, 2022 – 9:00 A.M.

- Wednesday, June 22, 2022 – 9:00 A.M.
- No meeting in July
- Wednesday, August 24, 2022 – 9:00 A.M.

(15) Next Meeting:

The next regularly scheduled meeting will be held on Wednesday, May 19th at 9:00 A.M.

The meeting adjourned at 10:30 A.M.

JE:lm
Attachments

ATTACHMENT A

Elevator Maintenance RFP 10129

Description	Type	Qty	Qty	Code Elevator, Inc.	Otis Elevator Company	Tec Elevator Inc.	Liberty Elevator	Wyatt Elevator	Triad Lifts
The monthly Contract price for the initial Contract term (Years 1,2,3) shall be as follows	Base	Months	36	\$251,640	\$247,680	\$284,400	\$540,000	\$731,999	\$1,265,028
Valve & Pump Replacement / Oil Filtration UPGRADE CBI Parking Garage – Elevator 01	Option	Lot	1	\$24,190	\$8,850	\$13,500	\$23,370	\$25,700	\$9,650
3 Yr. Totals				\$275,830	\$256,530	\$297,900	\$563,370	\$757,699	\$1,274,678
And at Owner's Option, renewal years: Year 4	Option	Months	12	\$64,656.00	\$86,688.00	\$97,644.00	\$185,400	\$227,400	\$256,884
And at Owner's Option, renewal years: Year 5	Option	Months	12	\$67,248.00	\$91,022.40	\$100,572.00	\$191,100	\$232,200	\$267,156
5 yr. totals				\$407,734	\$434,240	\$496,116	\$939,870	\$1,217,299	\$1,798,718

ATTACHMENT B

New Age Development Group Change Order Five for the Library & Learning Commons Project

	Prime	Negotiated price	Reason
Study carrel painted fire proofing and leveling	NADG-GC	40,200	Unforeseen
Curtain wall additional steel	NADG-GC	25,000	Unforeseen
Balance of Floor Leveling	NADG-GC	44,300	Unforeseen
lintels duct riser shaft	NADG-GC	51,000	Unforeseen
Brick infill and marble repair	NADG-GC	17,500	Unforeseen

Original Contract Amount	Prime	Total approved to Date	Amount pending Board Approval	Percent in change orders to original contract
\$7,698,491.00	NADG-GC	\$804,849.00	\$178,000.00	~12.7%

ATTACHMENT C

**Air Handling Unit Refurbishments
RFP 10141**

Air Handling Unit Refurbishments (RFP#10141)							
Reference Number	Description	Type	UOM	Quantity	Extended Estimate	PT Mechanical Group	EMCOR Fluidics
Total Extended						\$1,732,002.92	\$1,908,464.02
AHU: West Building Refurbishment						\$427,386.00	\$470,242.33
310	AHU, Clean/Power wash	Base	Each	4	\$4,144.00		\$5,587.44
320	AHU Access Doors Purchase & Install, 22" W x 59.4" H x 1" D	Base	Each	29	\$55,275.00		\$25,525.51
330	UV Light Purchase & Install (Airborne & Surface Disinfectant)	Base	Each	4	\$39,446.00		\$89,467.36
340	Cooling Coil Purchase & Install	Base	each	8	\$225,308.00		\$222,191.60
350	Heating Coil (AC-15 & HV-2) Purchase & Install	Base	Each	2	\$43,010.00		\$20,135.18
360	CHW Line Drain Pans, Strainers, Gauges, piping and Insulation – Purchase & Install	Base	Each	4	\$32,166.00		\$59,112.80
370	Actuated Dampers Purchase & Install	Base	Each	4	\$17,123.00		\$45,782.84
380	Air & Water Balancing	Base	Each	4	\$10,914.00		\$2,439.60
AHU: Mint Building Refurbishment						\$429,950.96	\$495,722.77
210	AHU, Clean/Power wash	Base	Each	4	\$4,144.00		\$5,587.44
220	AHU Access Doors Purchase & Install, 22" W x 59.4" H x 1" D	Base	Each	29	\$55,275.00		\$25,525.51
230	UV Light Purchase & Install (Airborne & Surface Disinfectant)	Base	Each	4	\$39,445.00		\$82,899.64
240	Cooling Coil Purchase & Install	Base	Each	8	\$223,882.96		\$253,649.12
250	Heating Coil (HV-3 & HV-4) Purchase & Install	Base	Each	2	\$45,355.00		\$20,135.18
260	CHW Line Drain Pans, Strainers, Gauges, piping and Insulation – Purchase & Install	Base	Each	4	\$33,812.00		\$59,703.44
270	Actuated Dampers Purchase & Install	Base	Each	4	\$17,123.00		\$45,782.84
280	Air & Water Balancing	Base	Each	4	\$10,914.00		\$2,439.60
AHU: Bonnell Building Refurbishment						\$841,765.96	\$942,498.92
110	AHU Clean/Power wash	Base	Each	8	\$10,465.00		\$11,174.88
120	AHU Access Doors Purchase & Install, 22" W x 59.4" H x 1" D	Base	Each	66	\$142,250.00		\$58,092.54
130	UV Light Purchase & Install (Airborne & Surface Disinfectant)	Base	Each	8	\$122,332.00		\$148,846.96
140	Cooling Coil Purchase & Install, TRANE	Base	Each	16	\$416,255.00		\$489,578.88
150	Heating Coil (AC-1 & AC-7) Purchase & Install, TRANE	Base	Each	2	\$51,856.00		\$20,135.18
160	CHW Line Drain Pans, Strainers, Gauges, piping and Insulation – Purchase & Install	Base	Each	8	\$30,002.96		\$118,225.60
170	Actuated Dampers Purchase & Install	Base	Each	8	\$47,705.00		\$91,565.68
180	Air & Water Balancing	Base	Each	8	\$20,900.00		\$4,879.20
AHU: zz Add Alternates – All Buildings							
510	Roll Filter, Daikin Applied Americas Inc.	Option	per Foot	1	\$1.75		\$7,339.34
520	Interior Unit Rust Inhibitor Painting	Option	per Square Foot	1	\$6.75		\$126.98
AHU: zz Allowances - All Buildings To provide ancillary services							
610	Pipe Insulation	Option	per Foot	1	\$3.55		\$20.54
620	Epoxy Floor Finishes..... [Fresh Air to Front (Loading side) of coil]	Option	per Square Foot	1	\$7.25		\$126.98
Electrical: UV Lighting System Power for AHU Refurbishment						\$32,900.00	\$0.00
710	120VAC, 20A Circuit Tie-ins, From HVAC Unit (Air Ionization and Cooling Component UV Systems 120VAC Single Point connection) to AHU Lighting Circuits	Base	Each	19	\$30,400.00		\$0.00
730	Cable & Raceway Components	Base	Lot	1	\$2,500.00		\$0.00
Electrical: zz Add/Alternates for UV Lighting System Power							
810	120VAC, 20A Circuits From HVAC Unit (Air Ionization and Cooling Component UV Systems 120VAC Single Point connection) to Panelboard	Option	@300' average length	1	\$12,558.00		\$0.00
820	Circuit Breakers 120VAC, 20A, 10-22KAIC, to match existing panels	Option	Each	1	\$415.00		\$0.00
830	Cable & Raceway Components	Option	Each	1	\$500.00		\$0.00

ATTACHMENT D

125 Smart Technology Classrooms Pricing Summary RFP 10148

RFP# 10148				
Classroom Technology Upgrades - CARES 2				
Description	Bridge Cable	Troxell Communications	Visual Sound, Inc.	
CARES ACT 2 - CLEAR TOUCH RETROFIT ROOMS, 123 ROOMS	\$0.00	\$1,497,966.00	\$1,694,948.00	
CARES ACT 2 - CAMERA DEMONSTRATION, 25 ROOMS (AUTO TRACKING & PTZ CAMERAS)	\$0.00	\$0.00	\$208,665.00	
CARES ACT 2 - ETHERNET CABLE INSTALLATION SERVICES, 125 ROOMS	\$189,648.00	\$0.00	\$0.00	
CARES ACT 2 - CLEAR TOUCH 75" (ROOM W2-05 NURSES CONFERENCE ROOM)	\$0.00	\$0.00	\$11,199.00	
CARES ACT 2 - PANASONIC LASER PROJECTOR, ELECTRIC SCREEN, PTZ CAMERAS (S2-03 LECTURE HALL)	\$0.00	\$0.00	\$46,782.00	
Awarded Supplier & Amount	\$189,648.00	\$1,497,966.00	\$266,646.00	
Project Total			\$1,954,260.00	

ATTACHMENT E

Ann Hill Makerspace in Library and Learning Commons

Resolution on the Ann Hill Makerspace in the Library and Learning Commons

WHEREAS, on January 15, 2021, Thomas Hill confirmed his intent to recommend a contribution be made to the Community College of Philadelphia Foundation (the "Foundation") from the Ann Hill Donor Advised Fund to establish the Ann Hill Pay If Forward Scholarship Endowment and to name the Ann Hill Makerspace in the Library and Learning Commons.

WHEREAS, on January 29, 2021, the Community College of Philadelphia Foundation (the "Foundation") received \$300,000 from the Ann Hill Donor Advised Fund, with \$250,000 designated for the endowment and \$50,000 designated for the naming opportunity.

WHEREAS, on April 20, 2021, Thomas Hill entered into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the "College"), confirming the \$300,000 donation and that the purpose of the donation was for the establishment of the Ann Hill Pay It Forward Scholarship Endowment, and the naming of the Makerspace in the Library and Learning Commons on the Main Campus of the College.

WHEREAS, in accordance with the College's Naming Policy and the terms of the Gift Agreement, the College desires to properly recognize the donation from the Ann Hill Donor Advised Fund;

NOW THEREFORE, on this 6th day of May, 2021, the Board of Trustees hereby resolves that in accordance with the terms of the Gift Agreement the College shall name the Makerspace in the Library and Learning Commons, "the Ann Hill Makerspace."

ATTACHMENT E

AEC Partners

ITEM DESCRIPTION	QTY	UOM	AEC PARTNERS MBE 836 South St Phila., PA 19147	TOTAL COST		EMSCO MBE 5070 Parkside Ave Phila., PA 19131	TOTAL COST		IMPACT DIMENSIONS MBE 2400 Market St #268 Phila., PA 19103	TOTAL COST
KN95 MASKS	5,000	EA	\$0.50	\$2,500.00		\$1.80	\$9,000.00		\$0.95	\$4,750.00

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE & EXECUTIVE COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, May 19, 2021 – 9:00 A.M.**

Present for the Business Affairs Committee: Lydia Hernández Vélez, Esq., presiding; Mr. Rob Dubow; Mr. Harold Epps, Mr. Steve Herzog, and Mr. Michael Soileau.

Present for the Executive Committee: Mr. Jeremiah J. White, Jr., Chair, Lydia Hernández Vélez, Esq., Mr. Harold Epps, and Ms. Mindy Posoff

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Carol de Fries, Ms. Marsia Henley, Dr. Samuel Hirsch, Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. Vijay Sonty, Dr. David E. Thomas, Dr. Mellissia Zanjani, and Victoria L. Zellers, Esq.

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES OF
THE BOARD OF TRUSTEES**

AGENDA – PUBLIC SESSION

Mr. White called the combined Business Affairs Committee and Executive Committee meeting to order at 9:03 A.M.

(1) Memorandum of Understanding with Philadelphia Housing Authority for Shared Housing Program for CCP Students (Action Item)

Background: The Community College of Philadelphia (“CCP”) plans to enter a Memorandum of Understanding (“MOU”) with the Philadelphia Housing Authority (“PHA”) for a Shared Housing Program. The MOU calls for a 36-month pilot program for housing insecure CCP students to have shared housing in a near-by PHA building with other CCP students. The primary students to be served will be former foster care youth who need housing while they pursue higher education. The students must be enrolled in at least 6 credits at the College and be PELL eligible.

PHA is currently renovating two buildings near CCP’s Main Campus at 535 N. 11th Street and 544 N. 10th Street. The two buildings have two to three units each with a total of 16 bedrooms. Each student will have his/her/their own bedroom and will share common areas. Student rent is capped at 30% of each student’s income, but also capped at \$125 per month regardless of income.

CCP will refer housing insecure students to PHA to meet PHA’s participant requirements which include low income and a criminal background check. PHA will be responsible for all aspects of the housing and landlord/tenant relationship. CCP will be responsible for educational services and support services including: a stability plan, a campus support champion, Single Stop services, academic advising, learning lab/tutoring services, assistance with scholarships, and assistance through Career Connections.

There is an agreement that each party will indemnify the other for their respective responsibilities under the MOU.

Discussion: Ms. Zellers stated that the College has been in discussions with the Philadelphia Housing Authority for over one year for a "housing collaboration." She stated that the MOU basically states that PHA will be in charge of the housing, and that the College will be responsible for the education and support services. She stated that there are two buildings which have two to three units each with a total of 16 bedrooms. Each student will have his/her/their own bedroom and will share common spaces. Ms. Zellers explained that the rent for the students has two caps: (a) cannot exceed \$125 each; and (b) cannot exceed 30% of the student's income. The criteria for the students are as follows: enroll in a minimum of 6 credits; be Pell-eligible; and experience housing insecurity.

Dr. Thomas, Vice President for Strategic Initiatives & Community Engagement, explained that the identification of a large population of the housing insecure students are connected with the foster care system. He mentioned that his area has specifically trained individuals across the College in how to support foster care students. He stated that Ms. Michelle Lopez, Manager, Institute for Community Engagement and Civic Leadership, and Ms. Sarah Maguire, Coordinator, Adult and Community Education, will be managing the partnership. Dr. Thomas stated that his area is looking at various areas of the College for supporting the partnership such as counseling, Single Stop, and the KEYS program, as well as supporting the students through their mentors through the foster care connection programs; checking on the students' academic progress; and connecting the students to Career Connections when they are looking for a job. Overall, the students will be assisted through additional levels of support when transitioning.

Dr. Generals stated that according to a survey conducted of CCP students by the Hope Center at Temple University, 57% responded that they were housing insecure and 13% responded that they were homeless.

Mr. Epps asked if there were any issues or problems regarding students using shared spaces. Dr. Thomas mentioned that there are not problems with students sharing spaces. He highlighted Eddie's House, a non-profit organization, that works with individuals who share spaces. Eddie's House has guidelines and rules and is willing to support the College and provide advice and training to the College's staff for this initiative.

Mr. Soileau asked what happens if a student does not attend for a semester. If so, is the student's housing jeopardized? Dr. Thomas stated that if the student has to be out a semester, the student may be eligible to remain in the housing if the student remains housing insecure. Ms. Zellers added that the MOU states that for a good cause, the student may be out a semester. Both PHA and the College can agree to let the student not be enrolled for one semester without losing the housing due to unforeseen circumstances.

Mr. Epps asked how are the students selected. Dr. Thomas stated they look at the students' enrollment and if they indicate they are housing insecure. He further mentioned that the City's Office of Homeless Services uses an "intake" process which will help staff determine who will be selected. The College plans to work with OHS to pre-screen students.

In response to Ms. Posoff's question as to will there be a tracking of support/services that will be accessed, Dr. Generals stated that the partnership is viewed as a pilot/experimental initiative so data will be collected and staff will be keeping track of students.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend the Memorandum of Understanding with the Philadelphia Housing Authority for Shared Housing Program for CCP Students to the Executive Committee of the Board of Trustees. The motion passed unanimously

Action: Ms. Hernández Vélez moved and Mr. Epps seconded the motion that the Executive Committee of the Board approve the Memorandum of Understanding with the Philadelphia Housing Authority for Shared Housing Program for CCP Students. The motion passed unanimously.

Mr. White then motioned to close out the Executive Committee meeting. Ms. Hernández Vélez moved and Mr. Epps seconded the motion that the Executive Committee of the Board be closed. The motion passed unanimously.

MEETING OF THE BUSINESS AFFAIRS COMMITTEE

AGENDA – PUBLIC SESSION

Ms. Hernández Vélez opened the Business Affairs Committee Public Session at 9:15 A.M.

(1) Avaya Phone Upgrade (Action Item)

Background: Unified Communications System upgrades utilizing Voice over Internet Protocol (VoIP) and an integrated Unified Messaging System to serve the entire campus.

Project: Our goal is to complete the final upgrades and total migration of the end of life (EOL), the College's Nortel/Avaya CS1000 telephony system onto Avaya Communication Manager. In addition, this will complete final migration stages of all current users, hardware and software licenses from the original Nortel/Avaya CS1000 system onto the upgraded Avaya Aura Communication Manager, Avaya Aura IX Messaging platform, and the implementation of the latest Avaya Communications Notifications system.

Phase 1. Implementation of the Core CM System components from the current Nortel platform with anew Avaya Communications Manager Solution. This phase has already been completed.

Phase 2. Replace Nortel Contact Center with the Avaya SIP based platform for the call center agents and supervisors to allow for remote agent experience. This phase has already been completed.

Phase 3. Migrate the balance of end-of-life Nortel CS1000 telephone system end users to the new Avaya Communications Manager system utilizing remote gateways in strategic areas for end point device support to deliver enterprise mobility to enhance the communications of the workplace in the office, out in the field or at home. Provide up-to-date Emergency 911

dialing ensuring the E911 emergency response network will receive the appropriate calls with location data without changing any of the expected normal operations of the system.

Phase 4. Migrate the existing Avaya Aura Messaging application to the latest Avaya IX Messaging platform for all voice messaging end users and provide a state of the art, user-friendly solution for the in-depth voice menus in use today.

Phase 5. Implementation of the Avaya ACNS – Avaya Communications Notification System to replace the existing Broadcast Notification alert system on the current Nortel system, allowing for direct workplace and classroom emergency broadcast and threat alerts across a single, integrated paging system.

CSG Global Consulting and Avaya subscribe to the PEPPM program for Pennsylvania Higher Education Purchasing network for project pricing and standard discounts. All of the Avaya components included in this proposal are based on special pricing incentives and are well below the PEPPM pricing matrix for all Avaya products.

The Avaya Phone Upgrade from CSG Global Consulting group is based on the following pricing:

Hardware	\$256,399
Software	\$186,346
Maintenance & Support (One Year)	\$88,539
Professional Services/Labor	<u>\$105,165</u>
Total	<u>\$636,449</u>

Discussion: Mr. Eapen stated that the Board approved the first and second phases of the implementation of the Avaya system. He stated that staff is requesting implementation of the third, fourth and fifth phases. The vendor will be CSG Global Consulting group. The pricing is based on the PA higher education purchasing network pricing. The total cost is \$636,449. This purchase is eligible to use Higher Education Emergency Relief Funds.

Mr. Sonty explained to the Committee that the College brought Nortel's assets; Nortel is the College's current phone service provider and went bankrupt in 2013. He stated IT completed two phases of the project. Mr. Sonty further explained that the Avaya phone upgrade is an advanced system, is cost effective, is Cloud-based, and replaces our existing broadcast. He stated that CSG has been supporting the College for the last six years and has been in business since 2005. Mr. Sonty pointed out that during COVID-19, one of the features is that individuals can log on from home and conduct their business. Please refer to Attachment A outlining why the Avaya solution is the best solution for the College.

Ms. Henley reported on CSG demographics. She stated that CSG is based in Conshohocken, PA with 20 employees, of which 75% are male and 25% are female. CSG does not currently have minority employees. In a response to a question posed by Ms. Posoff, Mr. Eapen stated that the College encourages minority participation with firms that the College does business with. Ms. Zellers pointed out that equal employment opportunity and affirmative action requirements are included in the College's standard purchasing agreement forms and in the College's contracts. Mr. Epps asked how long CSG has been a provider to the College. Mr. Sonty stated that CSG has been supporting the College's phone system for the last six years.

Mr. Epps suggested for the College to continue to make attempts with CSG to encourage minority participation in its workforce. Mr. Dubow asked if CSG has any plans to improve their diversity. Mr. Eapen stated that he, Ms. Henley, and Mr. Sonty will have a call with CSG to encourage minority participation.

Committee members further discussed how the College should ask for a Diversity, Equity & Inclusion (DEI) plan and dates should be provided to coincide with the plan to see how progress is being made with minority participation.

Action: Mr. Soileau moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the full Board to acquire the Avaya Phone Upgrade from CSG Global Consulting group in the amount of \$636,449 using Higher Education Emergency Relief Funds. The motion passed unanimously.

After the vote, Ms. Hernández Vélez stated that the College should “hone in” on CSG’s hiring practices and its DEI intent and action.

(2) Fortinet - Network Access Control (NAC) Solution (Action Item)

Background: NAC provides visibility over everything connected to the network, as well as the ability to control those devices and users, including dynamic, automated responses. It plays a role in strengthening the overall network security infrastructure.

Benefits of a NAC solution include:

1. Authentication and authorization of users and devices
2. User and device profiling
3. Quarantine of unsecured devices
4. Restricting access to unsecured devices
5. Policy lifecycle management
6. Overall security posture assessment
7. Incident response through policy enforcement
8. Guest networking access

Discussion: Mr. Eapen stated that the PennBid RFP#10149 was made available on April 15, 2021 with a response due date of April 27, 2021. Ten responses were received. However, the two lowest bidders were not compliant: SHI and Dell. PhillyCom submitted a bid that met all the bid requirements. The RFP bid #10149 consisted of all required infrastructure, hardware, software, professional services and maintenance support to augment our current Fortinet firewalls and enhance the overall security fabric of the College network at the Main Campus and supporting all college locations.

SHI	Dell	PhillyCom	CNI	Graybar	Unlimited Tec	AITA	HOWARD TECH	TommyT	CSG Global
\$121,500.00	\$147,591.35	\$148,524.00	\$150,143.00	\$151,956.00	\$161,552.00	\$165,560.66	\$173,806.00	\$173,940.00	\$190,183.00

This technology spend request is covered under HEERF guidelines as it will be used for updating network security requirements due to the increase of the online student learning and addresses the gaps in remote learning security.

Mr. Sonty stated that there have been major cybersecurity breaches last year and this year with Colonial Pipeline, Microsoft, and SolarWinds. The Fortinet NAC Solution is helping the College to set up an architecture which is called "zero trust network" which helps the College to identify and monitor multifunctional identifications. He stated that the College's current cybersecurity breach policy expires in June and it is very important the College has the Fortinet NAC Solution in place. Premiums have increased by 45% due to the cybersecurity breaches.

In response to a question posed by Mr. Soileau, Mr. Sonty stated that as part of the College's internet service, KINBER and Comcast are used as a backup and COSIDE is a tool which monitors the College's network 24/7.

Ms. Henley stated that Phillycom is located in Collegeville, PA with 6 employees: 50% female and 50% male. She stated that there are no minority in its workforce. Mr. Dubow asked if Phillycom has any plans to diversify. Ms. Henley and Mr. Sonty stated that they will reach out to Phillycom regarding encouraging diversity in its workforce.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the Phillycom for the Fortinet NAC Solution at the total cost of \$148,524, which includes Hardware/Licenses, 3-year support, and professional services. The purchase shall be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

EXECUTIVE SESSION

The Business Affairs Committee went into Executive Session at 9:34 A.M.

PUBLIC SESSION

The Committee returned to the Public Session at 10:08 AM. to vote on the 2021-2022 College Budget.

(3) 2021-2022 College Budget (Action Item)

Discussion: Mr. Eapen went through the highlights of the proposed 2021-2022 College Budget with the members of the Business Affairs Committee including the plan not to raise tuition for students and the 3.5% raise for employees in the Collective Bargaining units and the intent to provide the same raise to administrators and confidential employees. Mr. Eapen stated that the Business Affairs Committee needs to motion on the proposed 2021-2022 College Budget and recommend it to the Board of Trustees.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend the proposed 2021-2022 College Budget to the full Board. The motion passed unanimously.

(4) Next Meeting Date:

The next regularly scheduled meeting of the Business Affairs Committee meeting **is scheduled for Wednesday, June 23rd at 9:00 A.M.**

The meeting adjourned at 10:10 A.M.

JE/lm

ATTACHMENT A

The Avaya Solution

Why Avaya?

1. Robust and scalable platform
2. Lower TCO based on: Virtualization, Cloud, & IaaS
3. Market leading end-to-end Unified Communication / Customer Experiencesolution
4. Customizable experience
5. Multiple Appearance Directory Number (MADN)
 - MADN: A phone number that appears on two or more phones
 - Use Cases:
 - Several phones ring when a number is dialed
 - Visual indicator when a line is in use – receptionist can see someone is busy before transfer
 - Multiple phones in a room have the same number
 - Large Lab – Calls ring in multiple places
 - Faculty member has a lab and office
 - Multiple phone numbers (two or more) appear on one phone –
 - Assistant has director's extension on phone
 - Receptionist has many other people's lines on their phones
6. Enhanced Security features
7. Advanced Call Center Agent Productivity Tools
8. **User Experience – Top supported features:**
 - Making, answering and releasing a basic call
 - End to end signaling (DTMF)
 - Fixed feature key access - not FFC based
 - Context sensitive key access – idle / offhook / dialed / ringing / activecall state
 - Set Display - time and date, call timer etc.
 - Set Display - calling / called / redirecting name and number
 - Transfer - blind as well as consultative
 - Ad hoc conference – as per CM implementation
 - Call Forward - all calls / busy / no answer
 - Caller List / Redial List / Personal Directory
 - Release key - disconnect a call
 - Hold / retrieve
 - Make Set Busy
 - Message Waiting Indication
 - **Additional features supported:**
 - Privacy
 - Call Pickup (Directed / Group / Ringing Number)
 - Speed Dial
 - Call Park and Call Pickup (an Avaya Breeze Snap in)
 - Hot Line - multiple types on CS1000
 - Message Waiting Key/Indicator for voice mail
 - Ring Again
 - Last Number Redial
 - Autodial
 - Call Waiting

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

MINUTES

Thursday, May 6, 2021

1:00 p.m.

Zoom

Presiding: Ms. Fulmore-Townsend

Committee

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

Board

Participants: Mr. Dubow, Mr. Epps, Ms. Gamble, Ms. Hernández Vélez, Mr. Herzog

College

Members: Ms. de Fries, Ms. Di Gregorio, Dr. General, Dr. Hirsch, Dr. Roberts, Dr. Rooney, Dr. Thomas

Cabinet

Members: Ms. Witherspoon, Dr. Zanjani, Ms. Zellers

(1) Executive Session

There were no agenda items for the Executive Session.

(2) Public Session

(a) Approval of the Minutes of April 1, 2021

The minutes were approved unanimously.

(b) Impact of CARES Act funds on Student Success

Dr. Hirsch provided an overview of the disbursement and impact of the CARES Act funds for students enrolled in Spring 2020, Summer 2020, and/or Fall 2020. Of the 14,690 students enrolled in Spring/Summer 2020, 7,500 received CARES Act funds. For the 12,184 students enrolled in Fall 2020, 1,853 received funds. The minimum amount was \$500; students had to request funds beyond that amount. Analysis of demographics was done. Regarding race/ethnicity, for students who received funds for the Spring 2020 semester, the proportion of Asian students was slightly higher than that of the College population. Black students were 49% of the recipient population, 5 percentage points higher than their proportion of the College

population. Hispanic and White students were slightly underrepresented among recipients. This breakdown was similar for Summer 2020 and Fall 2020. In relation to gender, more female students took advantage of the funds than males.

Persistence rates for recipients and non-recipients were compared. Students who received CARES Act funds had higher persistence rates than those who did not, which was the goal of disbursing the funds. Spring 2019 was used as a baseline. Persistence increased for all racial/ethnic groups for those who received funds; students who did not receive funds had slower rates of persistence compared to the baseline. Differences from the baseline were smaller for Summer 2020 and Fall 2020.

(c) Faculty Promotions

Dr. Hirsch described the faculty promotion process. Faculty apply for promotion from Assistant Professor to Associate Professor, or from Associate Professor to Full Professor. To encourage faculty to apply for promotion and showcase their work, Dr. Hirsch provides workshops about building a portfolio and the topic is part of the year-long new faculty orientation. After the faculty member compiles their portfolio, the department head reviews it and decides if promotion should be recommended. The next step is for the dean to review the portfolio and to determine if they should recommend promotion. If a dean recommends a faculty member for promotion, then Dr. Hirsch, all the deans, and the Associate Vice President review and discuss together who should be recommended for promotion. The list of faculty is then sent to Dr. Generals, and the list of those he recommends for promotion is then sent to the Student Outcomes Committee and then the full Board of Trustees. Faculty have to be full-time faculty for at least four years, provide a current curriculum vitae, have their teaching observed, and provide a description of their cumulative body of work, showing progression and engagement. Areas to be addressed in the portfolio include: meeting routine responsibilities; leadership, teaching effectiveness, and support for learning; service to students; contributions to the life of the College; and service to the profession (which is required only for promotion to Full Professor and is otherwise optional).

This year, ten faculty are being suggested for promotion: nine to Associate Professor and one to Full Professor. They are exemplary faculty who have met and exceeded expectations for promotion. They are committed to their work and supporting students and their work is at a high level of quality. Dr. Hirsch is confident that they will continue to contribute to the College and be leaders in their work. Dr. Generals concurred that these ten faculty are go-to faculty at the College who are involved in

curriculum development and assessment development, are independent thinkers, and some are well known across the Commonwealth and some nationwide.

Action: The Student Outcomes Committee unanimously recommended that the Board of Trustees approve the promotions for the ten faculty.

(d) Title III Strengthening Institutions Program Grant

Dr. Hirsch provided information about the Title III Strengthening Institutional Program grant the College was awarded last fall. The College originally applied for the grant in 2019 and therefore had to make some changes once the grant was awarded a year later. The grant is built around the College's Guided Pathways efforts. It allows the College to more fully address certain components of Guided Pathways with additional resources, especially ensuring that students are learning by providing sustained professional development for faculty. While one major concentration of the grant is faculty professional development, the other is integrating student supports into academics. The grant is for five years and totals approximately \$2.2 million. Outcomes address areas such as enrollment, retention, and graduation, with a goal of 25% graduation rate by 2025 per the Strategic Plan. An additional student support outcome is for more students to use financial education resources. Outcomes related to teaching and learning include faculty taking part in sustained professional development; increasing the use of effective teaching practices (including high-impact practices and trauma-informed teaching); and increasing the use by faculty of Starfish and Canvas.

To support the attainment of these outcomes, the College has developed several new positions. During the first year of the grant, the College has hired an Associate Director, a Coordinator for Faculty Professional Development, a Coordinator for the First-Year Experience Courses, an external evaluator, and will soon hire a Coordinator for Pathways Student Success. In the remaining years, the College will hire a Financial Literacy Coach, a Coordinator for Work-based Learning Experience, and Enrollment Success Navigators. The College is undertaking other initiatives related to the grant, including Academic Program Equity Coaches and the expansion of the Center for Male Engagement. The last slide of the presentation demonstrates how the various elements of the grant are connected to each other and these additional related initiatives, all within the context of Guided Pathways.

(e) End of Year Student Celebration Events

The College has developed a calendar of student engagement events to recognize student achievements. Dr. Hirsch described the upcoming commencement, which is for the Classes of 2020 and 2021 and will be virtual. All 3,748 participants are highlighted: each student has a page with their name, degree, and any honors. They were invited to submit photos and brief videos, which 427 students did. The first 20 minutes will be music, followed by the speakers, and then the searchable student pages. The College sent regalia to over 1,000 graduating students. There will also be an in-person graduation walk with over 500 graduates taking part.

Other events include the Student Leadership Awards (the “Roaries”) and the Nursing pinning ceremony. The Academic Award Ceremony has been scheduled for the following week. The Class of 2020 has 1,961 graduates; for the Class of 2021 there are tentatively 1,787 graduates. Dr. Thomas noted that the Middle College graduation will take place June 9 for the first 90 students completing the program, with local and state officials speaking.

(d) New Business

There was no new business.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for June 3, 2021 at 1:00 p.m. via Zoom.

Attachments:

Minutes of April 1, 2021 meeting
CARES Act Funds
Title III Presentation
Spring 2021 Student Engagement Events

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

MINUTES

Thursday, April 1, 2021

1:00 p.m.

Zoom

Presiding: Ms. Fulmore-Townsend

Committee

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

College

Members: Ms. de Fries, Dr. General, Dr. Hirsch, Dr. Roberts, Dr. Rooney, Dr. Thomas
Ms. Witherspoon, Dr. Zanjani, Ms. Zellers

Guests: Dr. Celenza, Ms. Davidson, Ms. Gordon, Dr. Lewis, Ms. Lukacik

(1) Executive Session

Discussion of a legal matter took place.

(2) Public Session

(a) Approval of the Minutes of March 4, 2021

The minutes were approved unanimously.

(b) Academic Program Review: Health Care Studies (A.A. degree)

Dr. Celenza, Dean of the Division of Math, Science, and Health Careers, provided a brief overview of the Health Care Studies and Health Services Management programs, which are of high quality with faculty who are dedicated to maintaining that quality. Health Care Studies A.A. is for students interested in a health care career. This was one of the first programs to embrace the Guided Pathways movement and provide students with a first-year experience course, which is important for this program, for Nursing, and for the Allied Health programs. This program allows students to complete courses for the degree while taking prerequisites for an Allied Health program, or complete a degree to transfer to an institution with a program the College does not have, or complete a degree and go directly into workforce.

Ms. Gordon (Office of Assessment and Evaluation) noted that Health Care Studies is the largest enrolled program at the College. Enrollment for the program fell slightly but less than for the College. The fall-to-spring retention rate is higher than the College's; the program also has higher rates than the College average for graduates, transfers, and graduates who transfer and graduate from the transfer institution. There are five program learning outcomes, four of which are assessed in AH 101. To supplement the assessments in this first-year experience course, the program conducts a seven-point assessment every year and uses indirect measures such as student surveys. Recommended actions include incorporating equity data into the dashboard; examining enrollment patterns for male students; and implementing strategies to encourage gender parity.

Ms. Davidson, the program coordinator, explained that the program focuses on student success and is very responsive to assessments with almost immediate changes. Students are provided guidance very early on regarding their coursework. Improvements have been significant since transitioning from the Culture, Science and Technology program to the Health Care Studies program. Regarding capacity, generally speaking, the goal is to allow as many students as possible who want to work in health care to enroll in the program. The capacity limitations are with the select programs, such as Nursing, which have limitations in part because of lab space and clinical experiences. The program is virtually unlimited in the number of students it can bring in, although it also has a responsibility to ensure it provides enough options for students. An example of providing options is the increased numbers of proficiency certificates and of transfer agreements. Dr. Celenza noted that courses for proficiency certificates, such as for Ophthalmic Assistant and Medical Assistant, fit seamlessly into the Health Care Studies program.

Ms. Davison described the program's seven-point assessment model. This model allows the program to have more data to understand how students are doing throughout the program. Data points include AH 101 completion data; AH 101 course learning outcomes data; and success in courses that follow AH 101 (comparing results for students who did and those who did not complete AH 101). The program also sends Starfish progress reports and faculty can flag students with early alerts. When students are flagged, Ms. Davidson then surveys them to determine what issues may be affecting their work and how the program can address these.

Action: The Student Outcomes Committee unanimously recommended that the Board of Trustees accept the program review for the Health Care Studies A.A. program with approval for five years.

(c) Academic Program Review: Health Services Management (A.A. degree)

Ms. Gordon provided information about the Health Services Management program. While enrollments are down, this could be due to external extenuating factors including students moving into new programs and that the program has a high graduation rate. Program graduates who transferred to another institution were four

times more likely to graduate from that institution than graduates from other programs. Assessments are robust, with all program learning outcomes assessed each semester. As with Health Care Studies, Health Services Management documents continuous improvements well. Per action items from the last audit, all negative trends have been reversed since then. Recommended action items from this program review pertain to increasing enrollments and examining equity in assessments.

Dr. Lewis, the department head, explained that the program works with Admissions to hold monthly evening information sessions; based on follow-up questions, the program anticipates increasing enrollments. Ms. Lukacik, the curriculum coordinator, explained that her major responsibility is to assist students, who often are older than average, balancing multiple responsibilities, and starting their college career later in life. Students come from a variety of fields, including insurance, hospitals, and health care organizations. An individualized approach helps these students, which may contribute to the diversity of students in the program. Dr. Lewis indicated that the program continues to pursue professional development opportunities related to equity so that faculty have more tools in their toolbox to support students. She also described how the program provides students with opportunities related to interprofessional education, apprenticeships, and job shadowing.

Action: The Student Outcomes Committee unanimously recommended that the Board of Trustees accept the program review for the Health Services Management A.A. program with approval for five years.

(d) Impact of CARES Act Funds on Student Success

Due to time constraint, the review of the report on the impact of students receiving CARES Act funds was postponed until the May Committee meeting.

(e) New Business

There was no new business.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for May 6, 2021 at 1:00 p.m. via Zoom.

Attachments:

Minutes of March 4, 2021 meeting

Academic Program Review: Health Care Studies

Academic Program Review: Health Services Management

Impact of CARES Act Funds on Student Success

Prepared for: Dr. Samuel Hirsch – Vice President, AASS

Prepared by: Dr. Eric William Shannon – Research and Data Analyst, AQASS

Prepared on: 27-Jan-2021

This document presents a descriptive overview and analysis on the relationship between a student receiving CARES Act Funds and student success as defined by persistence. Although there are many factors that may influence a student's persistence – such as placement levels, new/returning status – this document provides a high level outline of the association between receiving CARES funds and persistence.

Students enrolled in the College in the Spring '20, Summer '20, and Fall '20 terms were the population of interest. Given that the first disbursement is recorded as having taken place *after* the end of the Spring semester, the financial aid year of the disbursement is used. If a student received multiple awards in the same financial aid year, the sum of the disbursements is used.

(For example, if a student was enrolled in Spring '20 received CARES funds in the '19 – '20 financial aid year, they're counted as a student who received funds in Spring '20.)

Table 1: Recipient Dollar Amounts

	Spring 2020/Summer 2020 (Aid Year 19-20)		Fall 2020 (Aid Year 20-21)	
	# of Recipients	% of Recipients	% of Recipients	% of College
\$500	2,278	30.37%	173	9.34%
\$750	66	0.88%	23	1.24%
\$1,000	1,108	14.77%	1,657	89.42%
\$1,100	2	0.03%	-	--
\$1,250	165	2.20%	-	--
\$1,500	3,881	51.75%	-	--
Total Recipients¹		7,500		1,853
College Enrollment		14,690 ²		12,184 ³

- Table 1 displays the number of recipients in each Aid Year by total amount of funds received
 - 7,500 students received funds in the Spring/Summer 2020 terms, with 1,853 students having received funds in the Fall '20 term
 - Of those students who received funds in the Spring/Summer terms, the majority (51.75%) received \$1,500
 - Of those students who received funds in the Fall 2020 term, the vast majority (89.42%) received \$1,000

1 This number represents the total number of *students receiving cares funds*; as such it only represents a portion of the total *College population*

2 This is the unduplicated headcount of Spring 2020/Summer 2020 – if a student is enrolled in both terms they are only counted once

3 This is the unduplicated headcount of Fall 2020 – a student is still counted if they were enrolled in Spring 2020/Summer 2020

Table 2: Recipient vs. Collegewide Demographics

	Spring '20		Summer '20		Fall '20	
	Recipient Population ⁴	College Population ⁵	Recipient Population	College Population	Recipient Population	College Population
Asian	11.34%	10.61%	12.69%	10.73%	12.74%	10.67%
Black Non-Hispanic	48.88%	43.99%	45.24%	42.01%	46.79%	41.37%
Hispanic	15.69%	16.05%	14.48%	14.35%	15.27%	16.87%
Other/Unknown	6.32%	6.98%	6.56%	7.21%	7.29%	7.58%
White Non-Hispanic	17.77%	22.37%	21.04%	25.70%	17.92%	23.51%

- Table 2 displays the demographics of students receiving funds compared to college wide demographics
 - Across all three terms, Asian and Black students are slightly over-represented in CARES funds recipients when compared to college wide representation
 - For example, while in Spring '20 Black students made up 43.99% of all College students, they made up 48.88% of CARES funds recipients
 - Across all three terms, White and Hispanic students are slightly underrepresented in CARES fund recipients when compared to college wide representation

4 "Recipient population" refers to the students who received CARES acts funds

5 "College population" refers to the Collegewide population (both students who did and did not receive CARES funds)

Table 3: Recipient vs Collegewide Gender

	Spring '20		Summer '20		Fall '20	
	Recipient Population ⁶	College Population ⁷	Recipient Population	College Population	Recipient Population	College Population
Female	69.84%	65.66%	74.96%	73.05%	74.24%	68.23%
Male	30.16%	34.34%	25.04%	26.95%	25.76%	31.77%

- Table 3 displays the gender of students receiving funds compared to the college wide gender distribution
 - Across all three terms, female students are slightly over-represented and male students are slightly underrepresented when compared to college wide representation

Table 4: Persistence – CARES Recipients vs Non-CARES Recipients

	Spring '20		Summer '20		Fall '20	
	#	%	#	%	#	%
Received Funds	4126	76.69%	1655	78.07%	1430	77.17%
Did Not Receive Funds	4859	60.25%	2451	70.37%	6671	64.57%
Difference		16.44%		7.70%		12.60%

- Table 4 displays the persistence rates of students receiving funds compared to those who did not receive funds
 - For the Spring '20 term a student is considered as persisting if they returned to the College in either the Summer OR the Fall
 - Across all three terms, students who received CARES funds had a higher persistence rate than students who did not receive funds
 - The difference in persistence was largest in the Spring '20 term with a difference of 16.44 percentage points

6 "Recipient population" refers to the students who received CARES acts funds

7 "College population" refers to the Collegewide population (both students who did and did not receive CARES funds)

Table 5: Persistence by Race/Ethnicity

	Spring '20			Summer '20			Fall '20		
	Baseline (Spring '19)	Received Funds	Did Not Receive Funds	Baseline (Summer '19)	Received Funds	Did Not Receive Funds	Baseline (Fall '19)	Received Funds	Did Not Receive Funds
Asian	77.73%	82.62%	64.87%	78.10%	82.90%	74.10%	83.08%	83.47%	72.09%
Black Non-Hispanic	69.66%	73.50%	55.51%	75.03%	77.16%	66.95%	74.41%	75.09%	60.23%
Hispanic	71.59%	79.15%	59.28%	81.73%	77.52%	73.44%	76.72%	77.03%	60.78%
Other/Unknown	70.47%	75.88%	62.27%	75.52%	74.82%	67.55%	77.46%	82.96%	66.03%
White Non-Hispanic	73.33%	79.81%	66.02%	79.19%	78.48%	73.14%	80.35%	75.90%	70.77%

- Table 5 displays the persistence rates of students receiving funds compared to those who did not receive funds within student demographic groups
 - For all terms a baseline term for the previous academic year is included as a comparison group
 - Across all terms and demographic groups, students receiving funds had a higher persistence rate than those students who did not receive funds
 - All demographic groups saw large differences in persistence rates in Spring '20 with smaller differences in Summer '20
 - Aside from White students, the Fall '20 term also saw large differences in the persistence rates of students who did and not receive funds

Title III Strengthening Institutions Program Grant

Transforming the Student Experience: Holistic Student Supports

Guided Pathways

The Student Experience

Clarify the Paths

- Program Maps
- Career & Transfer Focus
- Core Coursework Alignment

Help Students Get on a Path

- Intake Redesign
- First-Year Experiences
- Educational Plans
- Developmental Education
- Integrated Student Support
- Partnerships

Help Students Stay on Their Path

- Proactive Advising Model
- Systems for Students to Track Progress
- Systems to Identify and Respond to Students at Risk

Ensure That Students are Learning

- Assessment and Program Learning Outcomes
- Applied Learning Experience
- Faculty-Led Improvement of Teaching Practices

Overview

Timeline:

October 1, 2020 through September 30, 2025

Funding amount: \$2.2 million

Overarching goal: Increase retention and completion rates by having student supports more effectively integrated with academics and by promoting the capacity for teaching and learning among faculty.

Integrating Student Supports Objectives

Increase the following each year:

- Application (placement)-to-enrollment yield
- New student enrollment
- Fall-to- fall retention rate for new first-time students
 - Full-time students and part-time students
- 3-year graduation rates for first-time, full-time students
- Students using financial education resources

Teaching and Learning Capacity Objectives

Increase the following each year:

- Faculty taking part professional developmental activities
 - Full-time and part-time faculty
- Use of effective teaching practices (such as HIPs, Culturally Responsive Teaching, first-generation/ Gen Z-targeted activities, etc.) in courses.
- Use of early alert/ communications/ monitoring system and learning management system to engage with students

Positions in Year 1

- Associate Director
- Coordinator – Faculty Professional Development
- Coordinator – Pathways Student Success
- Coordinator – First-Year Experience Courses
- External Evaluator

Positions in Year 2-5

- Financial Literacy Coach (Single Stop)*
- Coordinator – Work-based Learning Experiences*
- Enrollment Success Navigators

*Competitive Preference Priorities

- Fostering Skills for Students to be Informed, Thoughtful, and Productive Individuals and Citizens
- Fostering Flexible and Affordable Paths to Obtaining Knowledge and Skills

Related Initiatives

- Academic Program Equity Coaches
- Expanded Center for Male Engagement



Spring 2021 Student Engagement Events

2020 and 2021 Commencement:

- **March:** Students can **order regalia** (caps, gowns, tassels, honor cords) to be mailed directly to their homes, via an [online form](#). *Over 1,000 sets have already been ordered.*
- **April: Social Media Campaign** with challenges to celebrate and engage our graduates. Platforms: [Facebook](#), [Twitter](#), [Instagram](#). **Hashtags:** #CCPGrad2020, #CCPGrad2021, #WhereWillYouGo
- **Late April: 2021 Commencement Website** to be launched, featuring a downloadable PDF program (printed versions will be mailed to each graduate), a search function to find individual graduate's "roll call" slides, academic award winners, graduate success stories, a message wall (for faculty/staff/families to leave kudos to graduates), reflections (graduates who passed away), year in review photo gallery, and graduation toolkit.
- **May 8, 2021 (10 am):** Launch a **Virtual Commencement Ceremony** for both the **Class of 2020 and 2021**. A link will be posted, and the ceremony can be streamed anytime following the launch.
- **May 10-13, 2021:** Host a **Grad Walk** in the Athletics Center Gymnasium (Lion's Den). Each participating graduate will have their name read while walking across the commencement stage and getting their picture taken.

Student Leadership Awards

- **May 4, 2021 (12 pm):** Host [The Roaries](#) Student Leadership Awards Recognition Program, showcasing and celebrating our students who, amid COVID-19, have displayed extraordinary acts of kindness!

Nurse Pinning Ceremony

- **May 6, 6 pm:** Host live virtual ceremony via Zoom..
- **May 7:** Pin pick-up.

Academic Award Ceremony

- **May 10, 3 pm:** Host live virtual award ceremony via [Zoom](#).
- Academic Award winners will also be celebrated on a dedicated page on the commencement website.
- Certificates to be mailed to students' homes.

Workforce Subcommittee Meeting
Committee of the Whole
May 6, 2021 (via Zoom)
11:00am

Presiding: Ms. Ireland

Subcommittee and Board Members Attending: Ms. Posoff, Mr. Bradley, Ms. Fulmore-Townsend, Mr. Clancy, Mr. Herzog, Mr. White, Ms. Hernandez

College Members and Guests: Dr. Generals, Ms. de Fries, Mr. Coleman, Dr. Celenza, Ms. DiGregorio, Dr. Sweet, Dr. Hirsch, Ms. Washington

1. Welcome and Approval of the Minutes of April 23, 2021 meeting

Ms. Ireland called the meeting to order at 11:05 AM. The minutes of the April 23, 2021 were approved by the Committee.

2. The College and Pre-Apprenticeships and Apprenticeships

Ms. Ireland opened the meeting emphasizing the importance of Apprenticeship Programs. She noted that the Commonwealth invested \$6 million to apprenticeship programs through PA Smart; the federal government will invest another \$87.8 million, \$6 million of which PA is expecting to be awarded and the Biden administration added another \$100 million in his discretionary budget. The Wolf administration will fund apprenticeships as part of their agenda moving forward. Ms. Ireland also mentioned that the new Secretary of the PA Department of Labor, Marty Walsh, has made apprenticeship programs one of his top priorities.

Ms. de Fries presented a power point presentation on “Apprenticeships and CCP” and walked through an overview of what apprenticeships and pre-apprenticeships are. They are an innovative learn and earn model of education, on the job training in high priority occupations. She highlighted the benefits of the model to the College, students, and employers. The College is invested in these models because it yields improved outcomes for students and for the College. It can support increased enrollments, retention and completion, and fiscal strength. They are also great ways to build crucial relationships with employers. Ms. Ireland noted that on average apprenticeship participants have a 90% employment rate upon completion with average salary of \$70,000.

With the benefits to the College, employers, and students outlined, various members of the CCP staff highlighted different activities that demonstrate ways the College is involved with pre-apprenticeships and apprenticeships. Mr. Coleman noted that WEI had 3 staff members participate in the Apprenticeship Navigator program supported by Philadelphia Works, which is its own apprenticeship program. WEI staff members have completed the apprenticeship and they are now certified to support employers in the region create and/or participate in existing apprenticeships that align with their needs. We have identified 2-3

employers annually that these staff will convince to participate in apprenticeship programs. Mr. Clancy suggested we increase this number given our investment in the new building, and Ms. de Fries noted that this number is only attached to the Navigators convincing new employers to establish apprenticeships or participate in existing apprenticeships. This is not the target for employer participation in the College's direct apprenticeships overall. Ms. Posoff also asked if we had identified those apprenticeships where we can focus and which employers we want included in those apprenticeship programs. Ms. Ireland noted that healthcare and information technology are two areas that the Federal government is particularly interested in growing and are ripe for apprenticeship models.

Ms. de Fries highlighted the creation of two pre-apprenticeship programs that WEI created – one for manufacturing, and one for essential skills that can be used across multiple industries. Ms. de Fries highlighted the registered apprenticeships these are attached to. Ms. Ireland clarified that pre-apprenticeships must be attached to a registered apprenticeship. Mr. Clancy indicated that pre-apprenticeships need to be better aligned with their registered apprenticeship and that they need strong employer involvement as well. Mr. Bradley emphasized the alignment is key to their PECO Gas Distribution program.

Dr. Sweet highlighted the College's Early Childhood Education Birth – 4th grade Associates apprenticeship and noted the many partners who are involved in the program, including 1199C, First UP, and the added financial support from William Penn Foundation. The program was important as the City launched its emphasis on pre-K, and the need for quality childcare education and professionalizing the industry to higher wage jobs. Dr. Sweet noted that students who participate graduate virtually debt free because tuition is largely covered by state funding (TEACH), a 5% employer contribution, and the student only provides 5% themselves. To date, 33 students have graduated from the program since it started in 2017. Of these graduates, 15 have matriculated into the aligned accelerated bachelor's program at Arcadia. Ms. de Fries noted that the College's model has been expanded statewide and is an indication of the innovation driven by the College to other schools across the state.

Dr. Hirsch provided an overview of a new apprenticeship that the College is actively developing with AON, with Dr. Pamela Carter, Dean of Business & Technology taking the lead, and supported by WEI's Corporate College. AON started an apprenticeship program in Chicago and is rolling it out to 6 other cities including Philadelphia. The initiative has a strong diversity, equity and inclusion component and aligns with the Associate degree in Business Leadership; the College offered to develop 3 insurance courses as part of this program; Dr. Hirsch noted some of the design is still being discussed. Montgomery County Community College will support apprentices through Aon's offices in Montgomery County. The first cohort in Philadelphia will be 8 students, with 7 in Montgomery. Recruitment has already started. Those students who complete, will be eligible for jobs that require 4 year degrees. It bypasses the need for a student to enroll in a bachelor's program.

Dedicated staff have been assigned to support the program. Aon has also agreed to coordinate other employers to participate in apprenticeships as well.

Ms. de Fries noted the other programs at the College involving discussion involving pre-apprenticeship and apprenticeship work, including auto technology, construction trades, information technology, and adaptation of our Career Readiness Soft skills Pre-apprenticeship with the School District of Philadelphia. Ms. Ireland asked that we provide more clarity to the Board about what direction we are focusing on for apprenticeships so that the Board can be helpful, and Ms. Posoff asked for clarity around timeline. Ms. Fulmore-Townsend asked about the growth potential for AON given the intensive supports the structure requires including staff from WEI, the Division of Business & Technology and advising. Ms. de Fries noted that while the commitments from Aon are likely limited overall, the expansion and growth is in new employers participating in the model.

3. Workforce Mission and Vision Revisions

Ms. Ireland noted that the redline and clean version of WEI's vision and mission statement was presented and brought on the screen for the Committee to approve. This was a streamlined version and also to bring the focus into alignment with the College's plan. All members of the Committee approved.

4. Employer Relationships

Ms. de Fries walked Committee members through the evolution of employer relationship information that has been provided to the Committee to date. It started with a high level list of over 60 companies with which the College has regular and consistent relationships with; this evolved into a more focused document that broadly categorized the primary ways we engage with each company into three categories including Education and Training, Employment and Work-based Experiences, and Curriculum Development. We were then asked to identify our top 5 employers with whom the College engages from this list of 60 and identify 5 employers where we need more assistance to create a stronger engagement. This document was presented in our April Subcommittee meeting, and it was asked that for each employer on this list, we create a more detailed one pager with information on our current contacts, our current engagement, and our requested areas of assistance. This will help better enable Board members to contribute to our employer engagement opportunities. An example that was discussed was our relationship with UPS with Career Connections and have a higher-level connection to someone at UPS that can sign and commit to higher level engagement. Our current relationship is largely with a human resource talent staff member. Mr. Bradley also mentioned that Peco is definitely engaged with the College. Mr. Clancy also asked if we can add apprenticeships to the list as a possibility for engagement. Ms. Washington noted this is included in their discussions with employers and Ms. de Fries indicated that this is also on a College document titled, "Ways the College can Engage Employers" now that we have Apprenticeship Navigators that can support the employers in these kinds of structures.

The meeting ended with a discussion among Committee members about workforce trying to focus on spaces of mastery and strength; ways in which innovation is driving change in workforce more generally; and where will we see a thrust moving forward. Ms. Ireland noted that the Committee is seeing the College make movement in this space and that going forward we will have a better ability to help provide strategic direction to Dr. Generals and the team.

The meeting was adjourned at 12:17 p.m.

Apprenticeships and CCP: Building a Stronger Workforce

Why Apprenticeship and Pre-Apprenticeships?



Apprenticeships ensure a quality education by combining on-the-job training by a company plus related classroom instruction to prepare the student apprentice for a high-demand career.

College:

- Improved College Outcomes – increased enrollments, retention and completion rates; leads to fiscal strength
- Enables the College to build crucial relationships with employers and industry
- College meeting needs of employers and job seekers
- Recruitment and enrollment strategy; drives increased tuition revenue directly from employers vs. students (more stable)
- Apprenticeship programs offer a way to stay relevant to the future of work and education at a time of declining enrollment; expansion to non-traditional fields

Students:

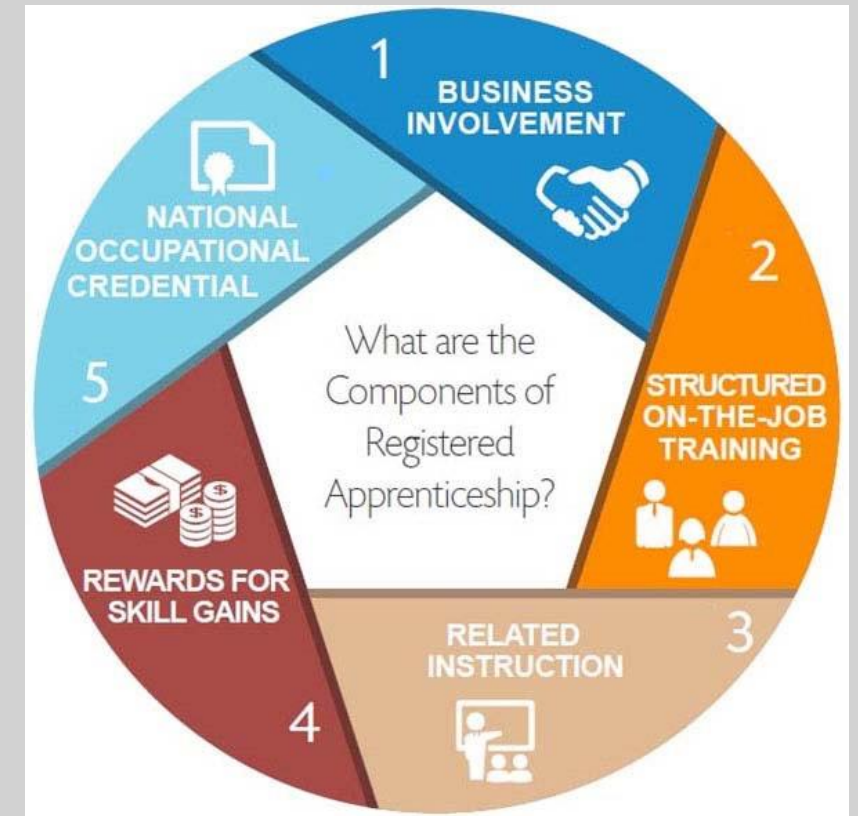
- Apprentices earn a salary from their job while attending CCP to learn a specific career
- Little to no Student Debt at Graduation – Employer pays
- Wage Progression
- Students work alongside industry professionals, gain hands-on practical experience and mentorship
- Coursework coordinated with work schedule; national certifications

Employers:

- Customized and tailored program where apprentices increase knowledge through both OJT and through technical instruction
- Supports the development of a long-term stable talent pipeline
- Cost Savings: Lower turnover, increased productivity, lower recruitment costs, increased employee retention and loyalty; government funding for training and OJT

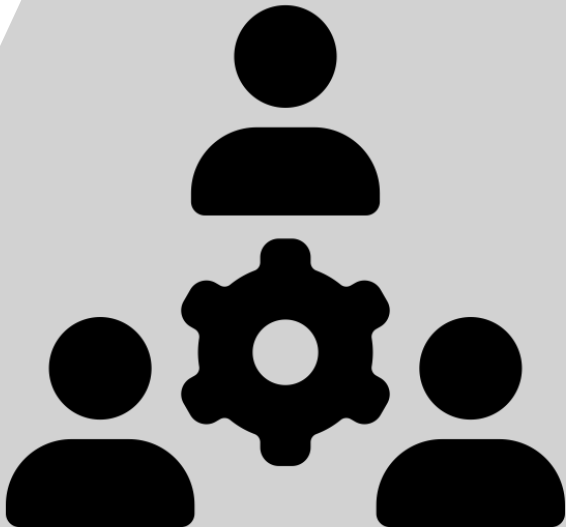
Apprenticeship and Pre-Apprenticeship Programs: an Overview

- Pre-Apprenticeship Programs:
 - Purpose: prepare people for Apprenticeships
 - Generally looser than Apprenticeship (Program Length, work experience, varied sponsorship structure)
- Apprenticeship Programs: The Building Blocks
 - Business Involvement
 - Structured On-the-Job Training (OJT)
 - Related Technical Instruction (RTI)
 - Rewards for Skill Gains
 - National Industry Credential
 - Time-Based, Competency Based, Hybrid Options



The Role of Community Colleges in Apprenticeship

- Curriculum Development & Training Provider – RTI credit and non-credit
- Intermediary
- Sponsor



The Apprenticeship Navigator Program

- Partnership between Keystone Development Partnership (KDP) and Philadelphia Works
- Goal to train workforce development intermediaries to become RA Navigators who could then establish relationships with employers, unions, industry associations, and provide technical assistance to employers around the creation and implementation of apprenticeship programs
- Competency bases 2,000 hours of OJT and 144 hours of RTI
- 3 CCP staff have completed the RTI.
- The college received funding to support staff to take the RTI training.
- Positions the College as a Resource to employers; helps connect employers to the College through apprenticeships
- 10 Employers to date discussed; one approved
- 2-3 employers actively engaged in apprenticeships annually

Apprenticeship and Pre-Apprenticeship at Community College of Philadelphia



Career Readiness Soft Skills Pre-Apprenticeship

The Career Readiness Soft Skills (CRS) Pre-Apprenticeship Program is a registered Pre-Apprenticeship that provides participants with a strong foundation in the application of workplace skills, including communication, teamwork, work habits, life skills, and budget basics. A basic math refresher is also included to reintroduce key math concepts needed to successfully enter affiliated Apprenticeship Programs, employment, or further study.

- 64 Hours – Converted to Virtual
- Students Earn the National Career Readiness Certification, 3 digital micro-credentials, and the State issues Pre-apprenticeship Certification
- Aligned with JEVS Philadelphia Information Technology Opportunities Collaborative Apprenticeship
- 29 enrolled/registered; 8 completed and received National Career Readiness Certifications; 20 scheduled to take exams
- Of the 8 completed, 2 attending CCP in Fall for Nursing & Mathematics; 6 seeking employment
- 2 Cohorts scheduled in May/June

Industrial Maintenance Mechanic Pre-Apprenticeship

The Industrial Maintenance Mechanic (IMM) Pre-Apprenticeship Program is a registered Pre-Apprenticeship that provides participants with foundational knowledge in four areas: fluid power, industrial electricity, mechanical components, and programmable logic controllers. The program builds toward a basic understanding of mechatronics, the synergistic application of mechanical, electrical, and controls engineering, combined with computer science to build and maintain high-tech equipment.

- 284 Hours – In Person
- Students earn 4 Mechatronics Certifications from the Association for Packaging and Processing Technology and the National Career Readiness Certification
- Aligned with JEVS Tri-State Advanced Manufacturing Apprenticeship
- 10 enrolled prior to Fall Disruption; Program suspended December – February; only 2 returned in February regularly. Both have passed Industrial Electricity and Mechanical Components PMMI Exams; PLC and ACT WorkKeys Assessments still scheduled; class completes this month. 1 Student will seek manufacturing employment; 1 student has applied for the IBEW Apprenticeship.

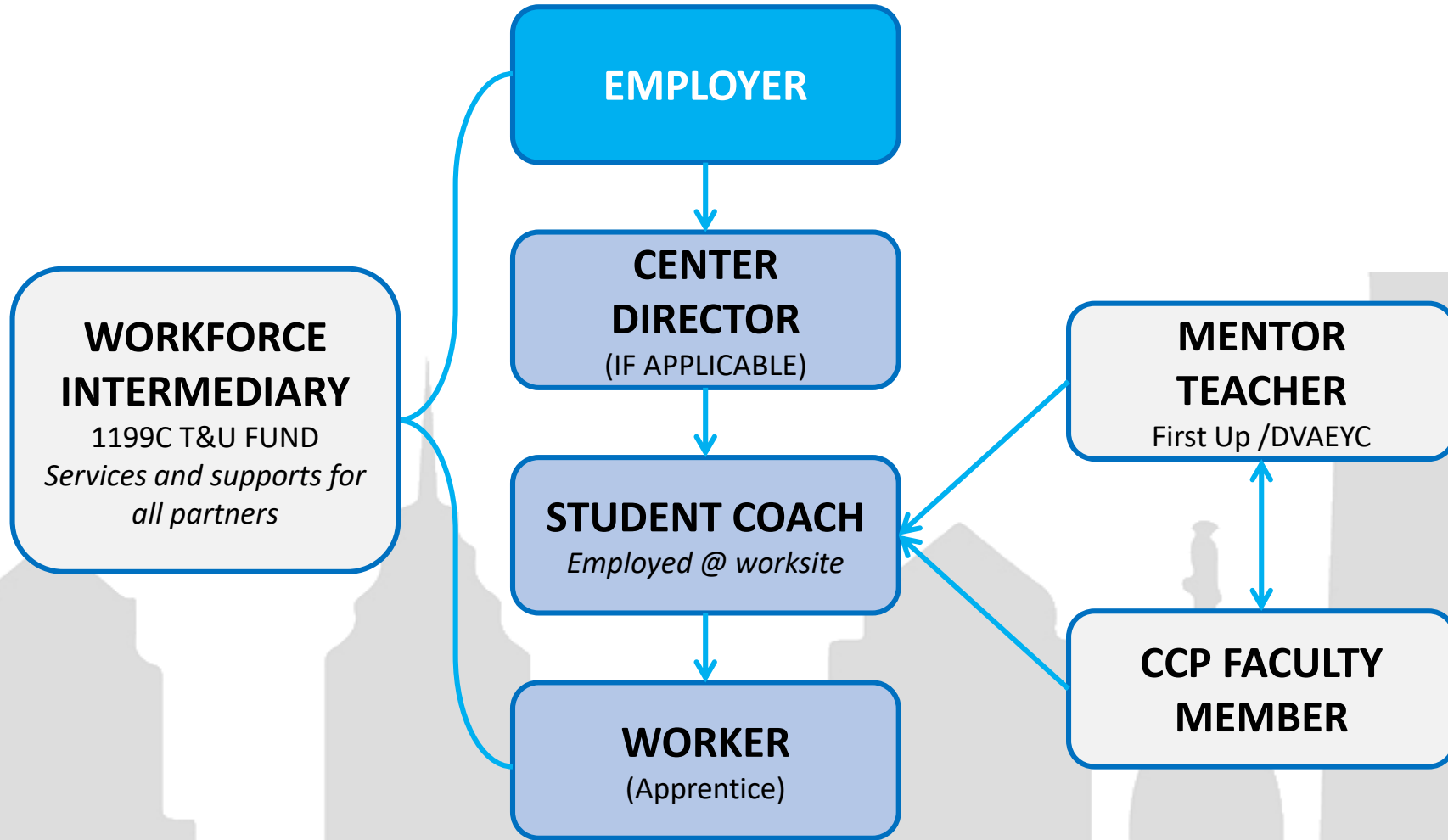
EDUCATION: Birth – 4th Grade ASSOCIATE DEGREE APPRENTICESHIP PROGRAM (est. Summer 2017)

Why Apprenticeship? Why Now?

- Connecting ECE employers' need for a quality, trained workforce with parents' need for quality education/care for their young children
- Building on Philadelphia Mayor's Office of Education initiative to raise quality through/in support of Pre-K expansion
- Addressing a specific workforce gap— a new pathway to the Associate's Degree for workers who have already earned their CDA.



ROLES



ROLES: Post-Secondary Partner (CCP)

- Prepare Apprentices for Accuplacer test success
- Administer Associate's Degree coursework
- Coordinate between CCP faculty and on-site mentors
- Award credit for OJT competencies – 9 for CDA, 9 for on-the-job learning
- Award 62-credit Associate's Degree in Early Childhood Education

Outcomes:

- 33 students have graduated from the ECE – Apprenticeship program (2017 – 2021).
- Of these graduates, 15 have transferred to Arcadia, which developed a unique accelerated, part-time program for ECE-APP students.
- 28 of 34 Students in first 2 Cohorts graduated as of 5/21 2021 (82%);
- Cohort 3 (2019) has 5 students graduating 5/21
- Cohort 4 started Spring 21.



Partnership Apprenticeship Programs

Biomedical Technician Training Pre-Apprenticeship

In partnership with the Wistar Institute, the program prepares students to be research technicians in academic and industry biomedical laboratory environments. The program combines academic course work at the College with hands-on training in laboratories at The Wistar Institute and other partner institutions. Students use the knowledge and skills they learn in the program to enter the workforce, and/or earn an associate degree or continue their training in Wistar's Biomedical Research Training Apprenticeship Program.

Outcomes*: 152 trainees have completed the 2-year BTT Program (73% completion).

- During the 19 years that the program has been running (2000-2018), 208 students (120, or 58% underrepresented minorities; 142, or 68% women) started and 152 (81, or 53% underrepresented minorities and 109, or 72% women) completed the program.
- 71 of 152 students (47%) who completed the program in 2001-2018 found Research Assistant jobs (PT or FT) related to their training either immediately or within 1 year of completing the 2-year program.
- 101 (66%) of the 152 students either continued their studies at CCP to complete the AA, AAS or AS degree or transferred to bachelor degree programs, some while working as Research Assistants, or entered a graduate school program.

*Outcomes through 2018, last available information from Wistar.

Partnership Apprenticeship Programs

Tri-State Machinist (CNC) Apprenticeship Program

Partnership with National Machining & Tooling Association (NMTA)

This Nationally Registered Apprenticeship Program is a competency based program sponsored and administered by a third party, which allows small to mid-sized manufacturers to participate. The College provides related technical instruction and offers shop math and blueprint reading classes.

Urban Technology Project Computer Support Specialists (CSS) Registered IT Apprenticeship and Digital Services Fellows Pre-Apprenticeship Program

Partnership with Communities in Schools and the School District of Philadelphia

Community College of Philadelphia provides related technical instruction in the form of credit courses in information technology to participants in this program.

Philadelphia Information Technology Opportunities Collaborative (PITOC) Registered Apprenticeship Program

Partnership with JEVS Human Services

The College has joined JEVS in its new registered apprenticeship program providing related technical instructional support for apprenticeship positions for JEVS employees and for employers participating in the JEVS Collaborative.

Aon Apprenticeship Program with Community College of Philadelphia



Apprenticeship Team

- Francheska Feliciano, Director, Apprenticeship Program
- Meghan Parrilla, VP, Global Early Careers - Apprenticeships
- Bridget Gainer, Apprentice Program Executive Sponsor
- Andre Walton, Apprentice Program Executive Sponsor

Philadelphia Team

- Marc Armstrong, Managing Principal



- Dr. Pam Carter, Dean, Business & Technology
- Kristen Miah, Academic Advisor
- Suzanne Felix, Coordinator, Corporate College
- Dr. Sam Hirsch, Vice President, Academic and Student Success
- Carol de Fries, Vice President, Workforce and Economic Innovation
- Waverly Coleman, Assistant Vice President, Workforce and Economic Innovation

Curriculum Summary

**AAS Business
Leadership**

**1 Course Offered
Potential Development = 3**



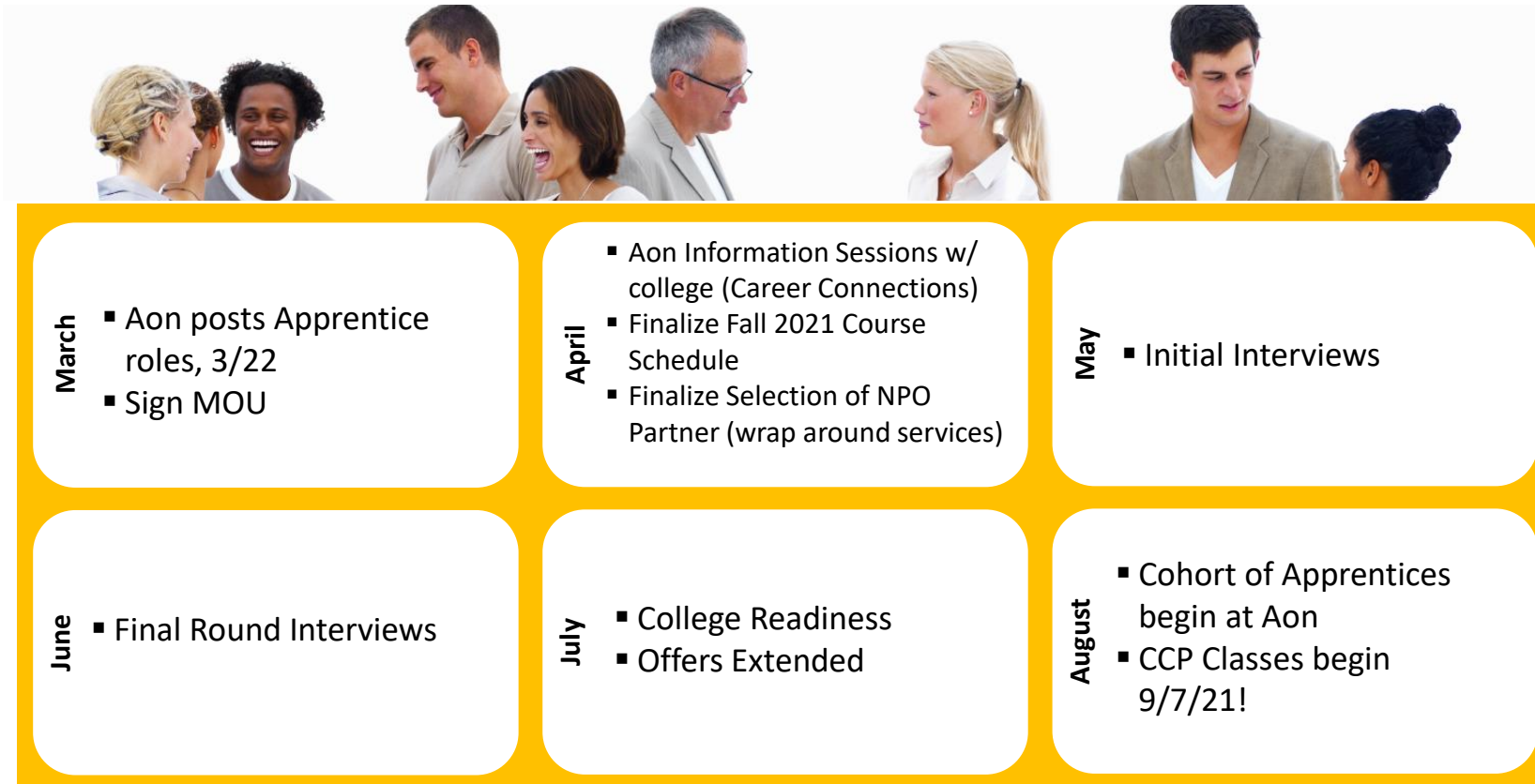
New curriculum map developed for Aon!

Timeline and Next Steps



Yr1: Cohort of 8

- Aon Business Solutions: 5
- Commercial Risk: 2
- Reinsurance: 1



Students who complete the 2 year program and earn their Associates Degree are eligible for Aon positions that require a 4 year degree

What's Next?

Future Collaboration Opportunities

- **Ongoing Active Discussions**
 - **AutoTech Regional Pre-Apprenticeship & Apprenticeship**
 - **Finishing Trades Institute & JTAP Apprenticeship Program (RTI)**
 - **Evaluation of BMET...Apprenticeship**
 - **Coded By Kids Software Tech Apprenticeship (RTI)**
 - **Youth Development / Youth Work Apprenticeship RTI with 1199C**
 - **School District of Philadelphia Career Readiness Softskills Pre-Apprenticeship**
 - **Manufacturing Apprenticeships**
 - **Pre-Apprenticeships in Construction Trades and Entry-level Manufacturing**
- **Questions and Discussion**



WORKFORCE & ECONOMIC INNOVATION

Vision:

The College's Workforce and Economic Innovation unit is ~~a the~~ leading partner in building talent pipelines and business acumen that contributes to the success of Greater Philadelphia as a top tier ~~global~~ region known for its talent, business growth, diversity, economic opportunity, and innovation.

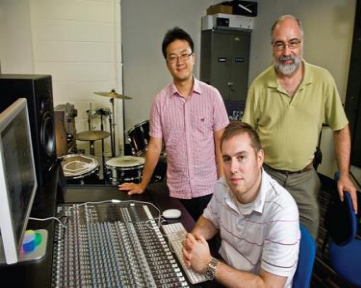
Mission:

The role of the Workforce and Economic Innovation (WEI) unit is to serve as a catalyst for the robust development of our City, regional, and State economy by:

- training and educating a highly prepared workforce matched with Philadelphia's growing industries;
- working with our business community to ~~provide them ing our business community~~ with the tools to improve operations, grow revenue and job opportunities;
- ~~developing industry-led programs that reflect the future of Philadelphia's economy;~~
- partnering with employers ~~and other organizations~~ to create workplace opportunities that align ~~with the student experience s' fields of interest and match the skills and~~ with the talent needs of our ~~businesses~~employers.

Guiding Principles:

Student Success	Quality
Customer Service	Collaboration
Integrity	Innovation



WORKFORCE & ECONOMIC INNOVATION

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The College's Workforce and Economic Innovation unit is the leading partner in building the talent pipelines and business acumen that contributes to the success of Greater Philadelphia as a top tier region known for its talent, business growth, diversity, economic opportunity, and innovation.

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- Working with our business community to provide them with the tools to improve operations, grow revenue and job opportunities;
- partnering with employers to create workplace opportunities that align the student experience with the talent needs of our employers.

Guiding Principles:

Student Success
 Customer Service
 Integrity

Quality
 Collaboration
 Innovation

Community College of Philadelphia Employer Relationships

The attached list represents the College's top employer relationships, a summary of the current ways we interact, and details ways the Board can support our ongoing relationships with these companies. In addition, we have also listed employers where we could use Board support to establish, or broaden our current relationships. This summary does not preclude other ongoing discussions we have with companies across Corporate Solutions, Career Connections, and Academic & Student Success which may require other support from the Board.

Revenue Generating education, professional development and training through Corporate College (employee enrollments in credit classes); Customized and Contract Training (non-credit instruction), WEDNETPA funding & training (non-credit), Non-Credit Open Enrollment for

Education & Training: employees/clients

Works directly with Career Connections to hire CCP students indicating its Tier Status (1 Highest thru 4 Lowest); provides practicum, clinicals,

Employment and Work-based Experiences: credit) externships or internships, apprenticeship or other experiential work-based learning activities aligned with a specific program (credit and non-credit)

Provides Subject Matter Expertise as part of credit or non-credit program development and ongoing updates; participates in College's Credit-

Curriculum Development: based Program Employer Advisory Committees (EAC) or other credit and/or non-credit new program development committees.

Top Relationships

Employers	Education & Training	Employment & Work-based Experiences	Curriculum Development	DETAIL/Notes	Board Ask
Penn Medicine	X	X	X	Corporate College (WEI's Largest client in terms of enrollments and Revenue); Contract Training; Career Connections Tier 2; CREDIT EACs: BET, DMI, Respiratory Care	Broader Executive Level Awareness of Relationship. Current connection is with Penn Medicine Training Academy Professionals; Hiring and Recruitment across Penn; Central Sterile Processing Program Development and Clinicals/Externship Support; expansion of Corporate College to University side
UPS	X	X	X	Corporate College (2nd Largest WEI Client for Enrollments and Revenue); Career Connections Tier 1; CREDIT EAC: Business & Accounting	Collegiate Consortium is conduit, but CCP is largest partner. Local Executive Level Awareness of Relationship; Current relationship is at HR level. Continued Hiring and Recruitment; Support for ongoing recruitment of employees to use Tuition Reimbursement at CCP

Community College of Philadelphia Employer Relationships

Employers	Education & Training	Employment & Work-based Experiences	Curriculum Development	DETAIL/Notes	Board Ask
Albert Einstein Medical Center	X	X	X	Corporate College; Career Connections (Tier 3); Credit EACs: Respiratory Care, Allied Health, Nursing; BMT Clinicals/Practicums (Credit)	Executive Level Reinforcement of Relationship; expansion of Corporate College to include online classes; ongoing discussions of medical assistant apprenticeship; more direct recruitment and hiring (move from Tier 3 up to Tier 2 or 1)
Independence Blue Cross	X			Corporate College	Current tuition remission structure limits to one degree partner, but CCP gen eds transfer and we need support for more innovative structures to allow employees to access CCP and transfer to 4 year; Recruitment and Hiring; Internships, Apprenticeships in Health Care Studies/Management, Business
Philadelphia Gas Works	X	X	X	Corporate College; Contract Training; Gas Pipeline Employment; WEI Gas Pipeline Curriculum; Career Connections Tier 3; CREDIT EACs: Construction Management, Transportation Technologies	Executive Reinforcement of Relationship; we have a strong relationship with HR Executive and other staff; broadening Corporate College relationship to include Tuition Remission for frontline workers (mostly focused on management/administrative positions); strengthening of relationship to Career Connections (move from Tier 3 to Tier 2 or 1); Continued support of Gas Pipeline Mechanic Program
City of Philadelphia (Water Department, Revenue, Fleet Management, Health, Human Resources, Mayor's Commission on Aging, Fire, Energy, Streets, Airport, City Council)	X	X	X	Contract Training; non-credit open enrollments; Career Connections Tier 1 (Police, Health Dept., Human Resources, Airport, Fire); CREDIT EACs: Building Science (Energy Office), Criminal Justice (Police), Facility Management (Streets), Fire Science (Fire Dept); Paralegal Practicum with City Council, Transportation Technologies (Credit)	Navigating the City as an employer/hiring partner and potential training partner is complex; ongoing support from Board reinforcing CCP as a preferred provider of education and training for City employees; broader departmental relationships to hire our students across the College.

Community College of Philadelphia Employer Relationships

Employers	Education & Training	Employment & Work-based Experiences	Curriculum Development	DETAIL/Notes	Board Ask
Additional Top 5 Career Connections Employers:	Redeemer Health, CVS, Brooke Glen, Sesame Place				
Need Increased Access					
Aramark	X		X	WEDNET; Facilities Management EAC (Credit)	CCP has worked with Aramark via their Governor's Action Team (GAT) award through WEDNET; there has been a lot of turnover in HR/Training; Potential for Corporate College, Contract Training, Hiring particularly through Culinary Arts and ServSafe Training
CHOP		X	X	Career Connections Tier 4; Credit EACs: BET, DMI, Respiratory Care	Former Corporate College client and need to reestablish this as a possibility; need better HR/Training connections; most active with government relations executive; need to improve hiring relationship across our programs
Comcast		X	X	Career Connections Tier 1; CREDIT EACs - Business & Accounting, Facility Management	Primary relationship via Freedom Region, which was very active, but our contact moved on and the current contact is not consistent; continued evolution of executive relationship (Comcast Cares, Small Business Support, IBM PTECH School) and possibilities across corporate divisions; potential for Corporate College via tuition remission; Comcast University does most of their training

Community College of Philadelphia Employer Relationships

Employers	Education & Training	Employment & Work-based Experiences	Curriculum Development	DETAIL/Notes	Board Ask
Septa	X	X	X	Career Connections Tier 1; WEI Transit Trades Curriculum; Contract Training; CATC Stakeholders Board; CREDIT EACs: AutoTech, Construction Management, Transportation Technologies	Our most active HR contact Dan Amspacher has retired; he was a champion for CCP and he will be missed; we have a good relationship with their Government Relations VP, their CFO, and have met with Leslie Richards; need continued recruitment partnership and/or internship creation for automotive, engineering and other majors in Design, Construction and Transportation, ADVM programs
St. Christopher's Hospital	X	X	X	WEDNET; Contract Training; Healthcare non-credit Program Development; EAC - Dental Hygiene (Credit)	St. Christopher was a contract training and employer partner for our WEI programs until the purchase of the Hospital by Tower Health/Drexel and our primary contact, the HR Director, was let go; we were in active conversations about Corporate College and other activities when this happened. We need a higher level contact there to re-activate those discussions.
Thomas Jefferson University & Health System		X	X	Career Connections Tier 1; CREDIT EACs: BET, Dental Hygiene, DMI, Engineering Science, Medical Lab Tech, Respiratory Care	They would make an ideal Corporate College client to support their staff seeking to advance their education; we need improved hiring connections across the Health System (Abington Hospital has worked closely with CC) with academic and WEI programs

Additional Board Employer Support Asks:

Ameritas Health	Contract Training; Corporate College, Program Development
Verizon	Mostly Retail hiring; looking to secure IT related positions and internships
PECO	Greater Career Connections hiring relationships including internship opportunities

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, May 6, 2021 – 3:00 p.m.

Present: Mr. White, presiding; Mr. Bradley, Mr. Clancy, Mr. Dubow, Mr. Epps, Ms. Fulmore-Townsend, Ms. Gamble, Ms. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. Jean-Baptiste, Ms. Posoff, Mr. Soileau, Dr. Generals, Dr. Rooney, Ms. Di Gregorio, Dr. Gay, Mr. Eapen, Dr. Hirsch, Ms. Witherspoon, Dr. Zanjani, Ms. de Fries, Ms. Zellers, and Dr. Waller

(1) Meeting Called to Order

Mr. White called the meeting to order and thanked members of the Board for attending the meetings of Board Committees on which they do not serve.

(2) Public Comment

There were no requests for public comment.

(3) President's Report

(3a) Commencement

Dr. Generals thanked members of the Board for their attention. He stated that the Commencement video music was courtesy of Spring Garden Records. Dr. Generals stated that the video can be viewed in its entirety on Commencement Day, Saturday, May 8, 2021 at 10:00 a.m.

Dr. Generals stated that a Grad Walk will take place on campus May 10-13, 2021 where students can walk on stage and have their photos taken. Dr. Generals thanked Mr. Asencio and his team as well as the Communications' staff for doing a great job in organizing the Commencement program. Dr. Generals stated that the College could not have gone another year without celebrating our students and their achievements.

Dr. Generals reported that this year, students from Parkway Center City Middle College will be part of the graduating class. These students have completed their high school diploma and their associate degree at Community College of Philadelphia. Additionally, students from MaST Community Charter School will also be part of the graduating class. These students have also completed their high school diploma and are receiving their associate degree. Dr. Generals stated that The Parkway Center City Middle College Graduation will be held on campus on June 9, 2021.

(3b) Board Member Interview

Dr. Generals congratulated Trustee Ireland on her interview in the Pennsylvania Commission for Community Colleges' *Trustee Quarterly Report* about her professional career. Ms. Ireland stated that her attendance at Community College of Philadelphia started her career.

(3c) Return to Campus

Dr. Generals stated that the College is preparing for a return to campus in the fall. He stated that the College is working with Pennoni Consulting Engineers in planning a fall reopening. Dr. Generals stated that the College will abide with the guidelines from the CDC, State, and City. He stated that in anticipation of transitioning to campus, the College is working to ensure a healthy and safe environment for faculty, staff, and students. Dr. Generals stated that the College is refurbishing the HVAC operations and air handlers. Classroom spacing, access controls, signage, social distancing, and temperature taking will be in effect. Dr. Generals stated that the College is also hoping to contract with Vybe to provide on-campus vaccinations for students. Dr. Generals stated that he is planning to hold a Town Hall meeting later in the month to inform the College community about a fall reopening.

Dr. Generals reviewed and discussed the results of a survey of staff regarding a fall return to campus as well as the number of staff who have received the vaccine.

(3d) Philadelphia Housing Authority

Dr. Generals reported that the College is in the process of finalizing a Memorandum of Understanding with the Philadelphia Housing Authority for a shared housing program for Community College of Philadelphia students. Dr. Generals stated that two buildings with sixteen rooms will be available to students, and that the project is a pilot. Dr. Generals stated that a press release regarding the partnership will be forthcoming.

(3e) Career and Advanced Technology Center

Dr. Generals presented photographs of the Career and Advanced Technology Center construction site. He stated that the site is larger than what the renderings project.

(3f) Title III Grant

At the request of Dr. Generals, Dr. Hirsch stated that the Title III Strengthening Institutions Program Grant is for \$2.2 million with a timeline of October 2, 2020 through September 30, 2025. He stated that the overarching goal is to increase retention and completion rates by having student supports more effectively integrated with academics and by promoting the capacity for teaching and learning among faculty. Dr. Hirsch reviewed and

discussed integrated support outcomes and the teaching and learning capacity outcomes, as well as positions that will be needed for the term of the grant.

Dr. Hirsch also discussed related initiatives--Academic Program Equity Coaches and Expanded Center for Male Engagement--which will be aligned with the grant work.

(3g) Middle States Commission on Higher Education
Liaison Visit

Dr. Generals reported that Dr. Paul Starkey, Vice President Liaison for the Middle States Commission on Higher Education, conducted the Self-Study Design virtual visit on April 28, 2021.

At the request of Dr. Generals, Ms. Jean-Baptiste reported that Dr. Starkey's purpose for the April 28, 2021 virtual visit was for him to provide feedback on the Self-Study Design, and to provide an overview to the College community about the Self-Study and accreditation process. Ms. Jean-Baptiste stated that Dr. Starkey met with Dr. Generals, the Steering Committee, members of the Board of Trustees, and had an open session for faculty, staff, and students. Ms. Jean-Baptiste thanked Dr. Roberts for organizing the visit and for delivering an outstanding document to Dr. Starkey, who noted that the Self-Study Design was one of the best he had seen.

Ms. Jean-Baptiste stated that the discussion with members of the Board went well, and that Board members received good feedback on how the Board can support the College in the process, and what the Board's role is in the process. Ms. Jean-Baptiste stated that Dr. Starkey was impressed with the transparency of the process. She stated that she appreciated Dr. Starkey's candor, feedback, and encouragement. Ms. Jean-Baptiste stated that the next steps are that the working groups will work on the Self-Study and that Dr. Generals, in a year, will ask Dr. Starkey to invite a team chair for the visit which will be in two years. Ms. Jean-Baptiste thanked the leadership team and the Steering Committee for their hard work and collaboration in developing the Self-Study Design.

Mr. White noted that Ms. Jean-Baptiste will be moving to the Midwest in the fall. He thanked her for her service as a member of the Board, and for the work done on the Self-Study Design.

(3h) Foundation Report

Dr. Zanjani called attention to the gifts and grants report that was part of the Board meeting packet. She stated that from July 1, 2020 through April 26, 2021 the Foundation raised \$32,786,028 in public grants compared to \$2,645,588 raised last year for a comparable period. Dr. Zanjani stated that State public grants totaled \$4,200,696 from July 1, 2020 through April 26, 2021 compared to \$2,225,920 for a comparable period last year. Dr. Zanjani stated that local public grants totaled \$29,800 for the period July 1, 2020 through April 26, 2021.

Dr. Zanjani noted that private gifts totaled \$2,721,010 July 1, 2020 through April 26, 2021 compared to \$2,528,039 for a comparable period last year.

At the request of Dr. Zanjani, Dr. Waller provided the following Foundation report:

- The amount of \$277,950 has been committed to the Black and Gold Gala goal of \$350,000; and
- The virtual Black and Gold Gala is scheduled for Wednesday, June 23, 2021 at 6:30 p.m. Daniel Hilferty, former President and CEO of Independence Health Group, will receive the Lifetime Service Award; Sarah Lomax-Reese, President, WURD Radio, will receive the Community Hero Award; and Tuesday Gordon will receive the Alumni Achievement Award.

Mr. Soileau thanked members of the Board who have contributed to the Gala. He stated that the Board is just under \$50,000 in contributions. Mr. Soileau noted that eight Trustees have contributed to date. Mr. Soileau stated that he will be reaching out to Trustees who have not yet contributed.

(4) Report of the Business Affairs Committee

Ms. Zellers stated that the Business Affairs met on May 6, 2021 and approved the College's purchase of PPEs from AEC Partners. Under the College's Conflict of Interest Policy and the Board of Trustees' Conflict of Interest Policy and disclosure statements, if the College intends to do business with a trustee, his/her spouse, his/her child, other immediate family member or same household in more than a de minimus amount, the conflict must be disclosed, the Trustee may be present to answer any questions regarding the contract/business relationship, and then a discussion and vote must take place with the trustee not present. Trustee Harold Epps' daughter, Kathryn Epps, is the President of AEC Partners and Mr. Epps is an advisor to AEC Partners. Although the recommended purchase is below \$5,000 and therefore, below the de minimus threshold, the College administration would like to receive Board approval for this purchase and any further purchases from AEC Partners that otherwise comply with the College's Open Markets Purchasing Policy. AEC Partners is a minority-owned business enterprise (MBE) and the College wishes to support MBEs when possible. A list of firms was asked for quotes on KN95 masks. AEC Partners had the lowest unit cost for the KN95 Masks in comparison to others. Ms. Zellers stated that the College would like to purchase the quantity of 5,000 KN95 Masks at the unit cost of \$0.50, a total order amount of \$2,500. Mr. Epps was not present for the Business Affairs Committee discussion on AEC Partners, and abstained from the Consent Agenda vote portion that related to AEC Partners.

Ms. Hernández Vélez reviewed and discussed the following items that are part of the Consent Agenda for Board approval:

- The New Age Development Change Order for the Library and Learning Commons. She stated that when working with old buildings, you never know what you will find behind the walls;
- Refurbishment of the HVAC system and air handlers for a safe return to campus in the fall;
- Labor Relations Counsel; and
- AEC Partners for the appropriate PPEs.

Ms. Hernández Vélez stated that one item had been tabled. The item will be reviewed at the next meeting of the Business Affairs Committee.

(5) Student Outcomes

Ms. Fulmore-Townsend reported that the Committee met on April 1, 2021 and discussed two program reviews: the Health Care Studies A.A. Degree and the Health Services Management A.A. Degree which are part of the Consent Agenda.

Ms. Fulmore-Townsend stated that the Health Care Studies and Health Services Management programs are both highly regarded programs with faculty who are dedicated to maintaining the high quality. She stated that students can complete courses for a degree while taking prerequisites for an Allied Health program, complete a degree to transfer, or complete a degree and go directly into the workforce. Ms. Fulmore-Townsend stated that enrollment fell slightly in the Health Care Studies program and that enrollment is down in the Health Services Management program. However, both programs have high retention and graduation rates. Ms. Fulmore-Townsend stated that the Committee discussed the workforce impact of these programs and the positions available once students complete the degree. Ms. Fulmore-Townsend stated that the program uses data and sends Starfish progress reports so that faculty can flag students with early alerts to help determine what issues may be affecting their work and how the program can address them.

(5a) Promotions

Ms. Fulmore-Townsend reported that there are ten faculty for promotions. She stated that the Committee discussed the criteria for promotion, and that the candidates for promotion had been reviewed by Dr. Generals and Dr. Hirsch. Ms. Fulmore-Townsend stated that there are nine faculty for promotion from assistant to associate professor and one candidate from associate to full professor.

At the request of Ms. Fulmore-Townsend, Dr. Hirsch reviewed and discussed the caliber of faculty that were being recommended for promotion as well as their dedication and commitment to student success.

Ms. Fulmore-Townsend moved, with Ms. Hernández Vélez seconding, that the Board approve the faculty promotions. The motion carried unanimously.

Ms. Fulmore-Townsend stated that the Committee did not have the time to discuss the College's analysis of CARES Act funding on student outcomes.

Ms. Fulmore-Townsend stated that there are more than 1,700 graduates this year, including students from Parkway Center City Middle College. She stated there is so much success to celebrate even during this challenging time.

(6) Report of the Workforce Subcommittee

Ms. Ireland reported that the Committee had met on March 26 and April 23, 2021. She stated that the Committee focused on the following areas:

- Review and streamlining of Workforce and Economic Innovation mission in alignment with the Workforce Pillar of the College's Vision and Mission;
- Creation of an Employer Relationship Chart that defines some areas where the Board can support workforce and build strategic relationships;
- Reviewed program development process for non-credit and credit to get a better understanding of how the College makes decisions on the creation of new programs; and
- Data visualization and developing metrics for workforce development.

(7) Consent Agenda

Mr. White requested approval of the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of April 1, 2021
- (b) Gifts and Grants
- (c) Academic Program Review: Health Care Studies
(A.A.) Degree)
- (d) Academic Program Review: Health Services Management
(A.A.) Degree
- (e) Data Center VxRail-Hyper Converged Infrastructure
and Storage Area Network (SAN) Replacement
- (f) Elevator Maintenance
- (g) Furniture for Catto Scholarship Office
- (h) Approval of New Age Development Group Change

Order for the Library and Learning Commons Project

- (i) Air Handling Unit Refurbishments (RFP)
- (j) 125 Smart Technology Classrooms
- (k) Appointment of Labor Relations Counsel
- (l) Appointment of Third Coast Higher Education as Financial Aid Consultant
- (m) Ann Hill Makerspace in Library and Learning Commons
- (n) AEC Partners
- (o) Electrical Wiring for Smart Technology Classrooms

Ms. Hernández Vélez moved, with Mr. Soileau seconding, that the Board approve the Consent Agenda. The motion carried, with Mr. Epps abstaining.

(8) Report of the Chair

(8a) Nominations Committee

Mr. White reminded members of the Board to notify Mr. Herzog, Chair, Nominating Committee for Board Officers, of their interest in one of the positions for Board officers. Nominations must be received by June 30, 2021.

(8b) Board Composition

Mr. White asked for feedback on the Board composition at this time.

Ms. Hernández Vélez stated that the composition of the Board of Trustees should be expanded. She stated that there should be Hispanic representation on the Board, as well as engage with the private sector in the City. Ms. Hernández Vélez stated that the diversity of Board members is important as that will continue to raise the profile of the College.

Mr. White reviewed the Board of Trustees Terms and expiration dates. He stated that if Dr. Roebuck does not continue on the Board, and with Ms. Jean-Baptiste's resignation, there will be a total of 7 seats on the Board that will need to be filled.

There was a discussion by the Board regarding the importance of Board continuity as well as succession planning. The Board also discussed the Board Matrix.

Mr. White stated that he planned to schedule an Executive Committee of the Board to discuss these issues.

(8c) President's Evaluation

Mr. White reported that he had appointed Mr. Epps as Chair of the President's Evaluation Committee. He stated that Mr. Epps will be reaching out to Committee Chairs for goals.

(9) New Business

There was no new business discussed.

(10) Next Meeting

The next meeting of the Board of Trustees is scheduled on Thursday June 3, 2021, at 3:00 p.m.

The meeting adjourned at 4:10 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, May 6, 2021 – 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. White, presiding; Mr. Bradley, Mr. Clancy, Mr. Dubow, Mr. Epps, Ms. Fulmore-Townsend, Ms. Gamble, Ms. Hernández Vélez, Mr. Herzog, Ms. Ireland, Ms. Jean-Baptiste, Ms. Posoff, Mr. Soileau, Dr. Generals, Dr. Rooney, Ms. Di Gregorio, Dr. Gay, Mr. Eapen, Dr. Hirsch, Ms. Witherspoon, Dr. Zanjani, Ms. de Fries, Ms. Zellers, and Dr. Waller

(1) Meeting Called to Order

Mr. White called the meeting to order.

(2) Public Comment

There were no requests for public comment.

(3) President's Report

(3a) Commencement

The launch of the Commencement video can be viewed in its entirety on Commencement Day, Saturday, May 8, 2021 at 10:00 a.m.

(3b) Board Member Interview

The Board congratulated Trustee Ireland on her interview in the Pennsylvania Commission for Community College *Trustee Quarterly Report* about her professional career.

(3c) Return to Campus

The Board was informed regarding plans for a return to campus in the fall.

(3d) Philadelphia Housing Authority

The College is in the process of finalizing a Memorandum of Understanding with the Philadelphia Housing Authority for a shared housing program for Community College of Philadelphia students.

(3e) Career and Advanced Technology Center

Photographs of the Career and Advanced Technology Center construction site were shared with the Board.

(3f) Title III Grant

The Board was provided with a summary of the Title III Strengthening Institutions Program Grant.

(3g) Middle States Commission on Higher Education
Liaison Visit

The Board was provided with a summary of the April 28, 2021 virtual visit by Dr. Paul Starkey, Vice President Liaison for the Middle States Commission on Higher Education. The purpose of the visit was for Dr. Starkey to provide feedback on the Self-Study Design, and provide an overview to the College community about the Self-Study and accreditation process. Dr. Starkey noted that the Self-Study Design was one of the best he had seen.

(3h) Foundation Report

The Board was provided with a report of gifts and grants received by the Foundation.

Dr. Waller provided the following Foundation report:

- The amount of \$277,950 has been committed to the Black and Gold Gala goal of \$350,000; and
- The virtual Black and Gold Gala is scheduled for Wednesday, June 23, 2021 at 6:30 p.m. Daniel Hilferty, former President and CEO of Independence Health Group, will receive the Lifetime Service Award; Sarah Lomax-Reese, President, WURD Radio, will receive the Community Hero Award; and Tuesday Gordon will receive the Alumni Achievement Award.

(4) Report of the Business Affairs Committee

Ms. Zellers stated that the Business Affairs Committee met on May 6, 2021 and approved the College's purchase of PPEs from AEC Partners. Under the College's Conflict of Interest Policy and the Board of Trustees' Conflict of Interest policy and disclosure statements, if the College intends to do business with a trustee, his/her spouse, his/her child, other immediate family member or same household in more than a de minimus amount, the conflict must be disclosed, the Trustee may be present to answer any questions regarding the contract/business relationship, and then a discussion and vote must take place with the trustee not present. Trustee Harold Epps's daughter, Kathryn Epps, is the President of AEC Partners and

Mr. Epps is an advisor to AEC Partners. Although the recommended purchase is below \$5,000 and therefore, below the de minimus threshold, the College administration would like to receive Board approval for this purchase and any further purchases from AEC Partners that otherwise comply with the College's Open Markets Purchasing Policy. AEC Partners is a minority-owned business enterprise and the College wishes to support MBEs when possible. A list of firms was asked for quotes on KN95 masks. AEC Partners had the lowest unit cost for the KN95 masks in comparison to others. Ms. Zellers stated that the College would like to purchase the quantity of 5,000 KN95 masks at the unit cost of \$0.50, a total order amount of \$2,500. Mr. Epps was not present for the Business Affairs Committee discussion on AEC Partners, and abstained from the Consent Agenda vote portion that related to AEC Partners.

Ms. Hernández Vélez reviewed and discussed items that are part of the Consent Agenda for Board approval.

(5) Student Outcomes

The Committee met on April 1, 2021 and discussed two program reviews: the Health Care Studies A.A. Degree and the Health Services Management A.A. Degree which are part of the Consent Agenda.

(5a) Promotions

The Board approved the promotion of nine faculty for promotion from assistant to associate professor and one candidate from associate to full professor.

(6) Report of the Workforce Subcommittee

The Committee met on March 26 and April 23, 2021 and focused on the following areas:

- Review and streamlining of the Workforce and Economic Innovation mission in alignment with the Workforce Pillar of the College's Vision and Mission;
- Creation of an Employer Relationship Chart that defines some areas where the Board can support workforce and build strategic relationships;
- Reviewed program development process for non-credit and credit to get a better understanding of how the College makes decisions on the creation of new programs; and
- Data visualization and developing metrics for workforce development.

(7) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions

Meeting of April 1, 2021

- (b) Gifts and Grants
- (c) Academic Program Review: Health Care Studies
(A.A.) Degree
- (d) Academic Program Review: Health Services Management
(A.A.) Degree
- (e) Data Center VxRail-Hyper Converged Infrastructure
and Storage Area Network (SAN) Replacement
- (f) Elevator Maintenance
- (g) Furniture for Catto Scholarship Office
- (h) Approval of New Age Development Group Change
Order for the Library and Learning Commons Project
- (i) Air Handling Unit Refurbishments (RFP)
- (j) 125 Smart Technology Classrooms
- (k) Appointment of Labor Relations Counsel
- (l) Appointment of Third Coast Higher Education as
Financial Aid Consultant
- (m) Ann Hill Makerspace in Library and Learning Commons
- (n) AEC Partners
- (o) Electrical Wiring for Smart Technology Classrooms

(8) Report of the Chair

(8a) Nominations Committee

Board members were reminded to notify Mr. Herzog, Chair, Nominating Committee for Board Officers, of their interest in one of the positions for Board officers. Nominations must be received by June 30, 2021.

(8b) Board Composition

The Board briefly discussed the composition of the Board.

The Board reviewed the Board of Trustees Terms and expiration dates.

(8c) President's Evaluation

Mr. Epps was appointed Chair of the President's Evaluation Committee.

(9) New Business

There was no new business discussed.

(10) Next Meeting

The next meeting of the Board of Trustees is scheduled on Thursday June 3, 2021, at 3:00 p.m.

The meeting adjourned at 4:10 p.m.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Major Gifts
June 3, 2021 Meeting of the Board of Trustees**

GRANTS and MAJOR GIFTS

Summary by Source:

	FY 2021		FY2020
Public Grants to College	4/27/21 - 5/24/21	7/1/20 - 5/24/21	7/1/19 - 5/24/20
Federal	\$ 34,881,305	\$ 63,436,837	\$ 419,668
State	\$ 790,491	\$ 4,991,187	\$ 2,225,920
Local	\$ -	\$ 29,800	\$ -
Public Total	\$ 35,671,796	\$ 68,457,824	\$ 2,645,588
Private Grants/Gifts to Foundation	4/27/21 - 5/24/21	7/1/20 - 5/24/21	7/1/19 - 5/24/20
Corporation	\$ 25,000	\$ 346,500	\$ 64,000
Foundation	\$ 10,000	\$ 2,272,154	\$ 2,218,971
Individual	\$ 30,000	\$ 142,356	\$ 520,068
Organization	\$ -	\$ 25,000	\$ 25,000
Private Total	\$ 65,000	\$ 2,786,010	\$ 2,828,039
TOTAL	\$ 35,736,796	\$ 71,243,834	\$ 5,473,627

• Major Gifts are donations of \$10,000 and above and are the only private gifts reported in the table.

FEDERAL GRANTS

U.S. Department of Education awarded \$26,830,089 supplemental funding through the CARES Act for Institution Portion of Higher Education Emergency Relief. The grant period has been extended to 5/5/2020 – 5/18/2022.

U.S. Department of Education awarded \$8,051,216 supplemental funding through the CARES Act for Student Allocation Higher Education Emergency Relief. The grant period is 4/21/2020 – 2/5/2022.

STATE GRANTS

Pennsylvania Department of Human Services awarded \$30,000 additional funding to support Keystone Education Yields Success (KEYS) in the current 7/1/20 – 6/30/21 grant period. It also awarded \$760,491 in support of KEYS for the 7/1/21 – 6/30/22 grant period. The KEYS program provides TANF recipients who are students at the College with assistance to foster their academic success. KEYS offers students 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
Thursday, June 3, 2021 – 9:00 A.M.**

TO: Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen
DATE: June 1, 2021
SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Thursday June 3, 2021 via Zoom at 9:00 A.M.** The following is the Zoom information for the meeting:

**Topic: Business Affairs Committee Meeting: Public Session
Time: Jun 3, 2021 09:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://ccp.zoom.us/j/95607589678?pwd=VzRPSnUzV0RMb01CWG40Q0JBOC9Wdz09>

Meeting ID: 956 0758 9678

Passcode: 8029

AGENDA – PUBLIC SESSION

(1) 2021-2022 Property and Casualty Insurance Renewal Package (Action Item)

Attachment A contains the summary of the insurance premiums and coverages based upon the insurance renewal process conducted by Willis Towers Watson, the College's broker. The insurance premiums increased from \$942,191 in 2020-21 to estimated \$1,059,112 in 2021-22.

Staff request that the Business Affairs Committee recommend to the full Board the approval of the 2021-22 insurance program, with a total cost of \$1,109,112 including the broker fee.

(2) Touchless Faucets and Flushometers and Bottle-Filling Station and Cooler (Action Item)

As part of the College's return to the Main Campus and Regional Centers' restrooms will be retrofitted with new touchless faucets and touchless flushometers. Additionally, all existing water fountains will be retrofitted with refrigerated water bottle-filling devices.

The College issued RFP #10150 through the e-bid site Pennbid with two (2) projects, Project A for water bottle filling stations with coolers and Project B for touchless restroom retrofits. The mandatory pre-bid meeting was attended by eight (8) contractors, Chadwick Services, LGB Mechanical, Burns Cope Associates, MMB

Contractors, APR Plumbing, Kaser Mechanical, Paradigm Mechanical, Garry's Plumbing & Heating. This yielded responsible bids from three (3) contractors, Chadwick Services, LGB Mechanical and Kaser Mechanical. Please refer to [Attachment B](#).

Staff request that the Business Affairs Committee recommend to the full Board approval of an award to the two (2) lowest responsible bidders for a total award of \$567,586 for both Project A and B as follows:

- Project A: Bottle-Filling Station and Cooler is LGB Mechanical at \$129,400
- Project B: Touchless Faucets and Flushometers is Chadwick at \$438,186

The purchase will be made using Higher Education Emergency Relief Funds.

(3) Site Furniture Institution-Wide Outdoor Hardscaped Spaces (Action Item)

As part of the College's safe return to campus, we are planning to add site furnishings to the outdoor hardscaped spaces at CCP Main Campus, NERC and NWRC. The furnishings specified will match the manufacturers, styles, and colors already in place at each location.

The College has received a responsible quote from CI Solutions, LLC, a W/MBE dealer. Their quote uses Pennsylvania State Contract pricing and the College has received an estimated install by The Riff Group, a WBE installer. See [Attachment C](#) for pricing summary.

Staff request that the Business Affairs Committee recommend to the full Board the approval of awards to the following company:

- A. CI Solutions LLC/TransAmerica - \$130,398.20
 - Site Furnishings (Landscape Forms)

(4) Protective Clear Screens (Action Item)

As part of the College's safe return to campus, we are planning to add sturdy, metal trimmed, ¼" thick, clear acrylic divider screens institution-wide. The divider screens specified will match the fit and finish already in place at the campus'.

The College has received a responsible quote from CI Solutions, LLC, a W/MBE dealer. Their quote uses The Interlocal Purchasing System (TIPS-USA) pricing buying agreement and the College received an estimated install by The Riff Group, a WBE installer. See [Attachment D](#) for pricing summary.

Staff request that the Business Affairs Committee recommend to the full Board the approval of awards to the following:

- CI Solution, LLC/TransAmerica = \$146,443.30 -clear acrylic + metal divider screens
- + install by Riff estimated at \$38,062.35
= \$184,505.65

The purchase will be made using Higher Education Emergency Relief Funds.

(5) Supplemental Information on the 2021-2022 College Budget (Information Item)

Attachment E contains the Budget Summary - Funding Sources and Application of Funds for the Fiscal Year July 1, 2021 - June 30, 2022.

EXECUTIVE SESSION

The Business Affairs Committee will go into Executive Session. Zoom details follow:

Topic: BAC Executive Session
Time: Jun 3, 2021 09:30 AM Eastern Time (US and Canada)
Join Zoom Meeting
<https://ccp.zoom.us/j/98761263188?pwd=dkk3ZWJMZVI2ek56aUZtVzg4SEViZz09>
Meeting ID: 987 6126 3188
Passcode: BAC

PUBLIC SESSION

The Committee will return to the Public Session to vote on the Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios.

(6) Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios (Action Item)

Banner Works, Inc. has failed to install the public art work pursuant to the College's contract with them and despite multiple efforts to resolve the matter amicably. The College wishes to retain Fox Rothschild to pursue an equitable action and seek specific performance of the contract and/or monetary damages. Wali Rushdan will be lead attorney on the matter and Fox has offered a 20% discount on his regular rate. Ron Williams, who represented the College successfully in the Burt Hill litigation, will supervise the matter, and Fox has offered a 30% discount on his regular rate.

(7) **Next Meeting Date:**

The next regularly scheduled meeting of the Business Affairs Committee meeting **is scheduled for Wednesday, June 23rd at 9:00 A.M.**

JE/lm
c:

Mr. Jeremiah J. White, Jr.
Dr. Donald Guy Generals
Ms. Marsia Henley
Mr. Gim Lim
Mr. Derrick Sawyer
Mr. John T. Wiggins
Victoria L. Zellers, Esq.

ATTACHMENT A

2021-2022 Property and Casualty Insurance Renewal Summary

Coverage	Carrier	Expiring (2020-21) Premium	Renewal (2021-22) Premium			
Property	CM Regent	\$197,892	\$232,604	18%		34,712
General Liability (\$1M)	CM Regent	148,811	149,280	0%		469
Automobile	CM Regent	17,257	15,871	-8%		(1,386)
Workers' Compensation	PMA	317,761	348,391	10%		30,630
Umbrella (\$20M) - Excess Liability	CM Regent	76,784	78,989	3%		2,205
International Liability	Navigators	2,356	2,500	6%		144
Crime (\$4M x \$1M) - Excess Crime	CM Regent	12,964	13,740	6%		776
Educators Legal Liability (\$15M)	UE	150,666	185,319	23%		34,653
Student Medical Professional Liability (\$1M)	CNA	4,157	9,414	126%		5,257
Travel Accident	AIG	1,315	1,154	-12%		(161)
Security & Privacy	Chubb	12,228	21,850	79%		9,622
TOTAL INSURANCE PREMIUMS		942,191	1,059,112			
Broker Fee	Willis Towers Watson	\$ 55,000	\$ 50,000	-9%		(5,000)
TOTAL WITH BROKER FEE		997,191	1,109,112			

ATTACHMENT B

Touchless Faucets and Flushometers and Bottle-Filling Station and Cooler

	Description	Type	UOM	Quantity	Chadwick Service Company	LGB Mechanical Inc.	Kaser Mechanical, LLC.
Project A: Bottle-Filling Station and Cooler							
	Furnish and install Refrigerated Dispenser Design Wall Water Coolers with Bottle-Filling Stations /RFP#10150	Base	Lot	1	\$154,973	\$129,400	\$275,000
Project B: Touchless Faucets and Flushometers for Toilets and Urinals							
	Furnish and install touchless flushometers, and lavatory faucets /RFP#10150	Base	Lot	1	\$438,186	\$519,250	\$1,000,000

ATTACHMENT C

Site Furniture Institution-Wide Outdoor Hardscaped Spaces



CCP - OUTDOOR FURN - LANDSCAPE FORMS

Item	MFG	Qty.	Product	Price	
				Unit	Extended
1	LSF	6	LOUNGE AMERICANA LOUNGE, CHARCOAL GRAY LOCATION: NERC - 4 LOCATION: NWRC - 2 QUOTE: 0000332543	List: \$1,372.80 Sell: \$1,372.80 Discount %: 0.00	\$8,236.80 \$8,236.80 0.00
2	LSF	1	PLANTER SORELLA PLANTER, 40 GALLON, STEEL LOCATION: MAIN CAMPUS QUOTE: 0000332543	List: \$1,258.40 Sell: \$1,258.40 Discount %: 0.00	\$1,258.40 \$1,258.40 0.00
3	LSF	6	OUTDOOR TABLE MINGLE 3-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: MAIN CAMPUS QUOTE: 0000332515	List: \$3,411.20 Sell: \$3,411.20 Discount %: 0.00	\$20,467.20 \$20,467.20 0.00
4	LSF	9	OUTDOOR TABLE MINGLE 4-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: MAIN CAMPUS - 7 LOCATION: NERC - 2 QUOTE: 0000332515	List: \$3,411.20 Sell: \$3,411.20 Discount %: 0.00	\$30,700.80 \$30,700.80 0.00
5	LSF	1	OUTDOOR TABLE CAROUSEL 3-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: NWRC QUOTE: 0000332515	List: \$2,100.80 Sell: \$2,100.80 Discount %: 0.00	\$2,100.80 \$2,100.80 0.00
6	LSF	1	OUTDOOR TABLE CAROUSEL 4-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: NWRC QUOTE: 0000332515	List: \$2,100.80 Sell: \$2,100.80 Discount %: 0.00	\$2,100.80 \$2,100.80 0.00
7	LSF	2	WASTE CONTAINER PLEXUS LITTER CONTAINER, 20" SIDE OPENING, 30 GALLON, BLACK LOCATION: NWRC QUOTE: 0000332515	List: \$1,164.80 Sell: \$1,164.80 Discount %: 0.00	\$2,329.60 \$2,329.60 0.00
8	LSF	2	UMBRELLA PEAK UMBRELLA, HEXAGONAL, PERFORATED CANOPY, STEEL LOCATION: NERC QUOTE: 0000332515	List: \$3,088.80 Sell: \$3,088.80 Discount %: 0.00	\$6,177.60 \$6,177.60 0.00

Item	MFG	Qty.	Product	Price	
				Unit	Extended
9	LSF	10	RECYCLE	List:	\$2,568.80 \$25,688.00
			SELECT DOUBLE RECYCLING UNIT, MATTE BLACK	Sell:	\$2,568.80 \$25,688.00
	TS-4		LOCATION: MAIN CAMPUS - 6	Discount %:	0.00
			LOCATION: NERC - 4		
			QUOTE: 0000332515		

PA State Contract: 4400016564

Total List: \$99,060.00

P.O. TO: Landscape Forms

Total Sell: \$99,060.00

C/O TRANSAMERICAN

Total Discount %: 0.00

7800 E. Michigan Ave

Plus estimated install = \$26,746.20

Kalamazoo, MI 49048-9543

Estimated Total = \$125,806.20

ATTACHMENT D

**Protective Clear Screens - Institution-wide at
Administrative Front Office and Guard Desks**



CCP - Safe Return - Plexi Screens - Mergeworks

Item	MFG	Qty.	Product	Price		
				Unit	Extended	
1	MER	30	TTSG-2440-AA-SFSL2-CLR	List:	\$465.00	\$13,950.00
			TERRACE SNEEZE GUARD PANEL, 24"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$241.80	\$7,254.00
			DVSCR-24W40H	Discount %:		48.00
2	MER	30	TTSG-3040-AA-SFSL2-CLR	List:	\$570.00	\$17,100.00
			TERRACE SNEEZE GUARD PANEL, 30"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$296.40	\$8,892.00
			DVSCR-30W40H	Discount %:		48.00
3	MER	122	TTSG-3636-AA-SFSL2-CLR	List:	\$570.00	\$69,540.00
			TERRACE SNEEZE GUARD PANEL, 36"W X 36"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$296.40	\$36,160.80
			DVSCR-36W36H	Discount %:		48.00
4	MER	30	TTSG-3640-AA-SFSL2-CLR	List:	\$710.00	\$21,300.00
			TERRACE SNEEZE GUARD PANEL, 36"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$369.20	\$11,076.00
			DVSCR-36W40H	Discount %:		48.00
5	MER	30	TTSG-4240-AA-SFSL2-CLR	List:	\$730.00	\$21,900.00
			TERRACE SNEEZE GUARD PANEL, 42"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$379.60	\$11,388.00
			DVSCR-42W40H	Discount %:		48.00
6	MER	30	TTSG-6040-AA-SFSL2-CLR	List:	\$1,200.00	\$36,000.00
			TERRACE SNEEZE GUARD PANEL, 60"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET	Sell:	\$624.00	\$18,720.00
			DVSCR-60W40H	Discount %:		48.00



CCP - Safe Return - Plexi Screens - SpecailT

Item	MFG	Qty.	Product	Price		
				Unit	Extended	
1	SPT	15	ST-RLFRM-3475	List:	\$647.00	\$9,705.00
			FLOOR STANDING SAFE-T MOBILE DIVIDER, 34"W X 75"H	Sell:	\$323.50	\$4,852.50
			DVSCR- MOBILE-34W75H	Discount %:		50.00
2	SPT	60	ST-RLFRM-4375	List:	\$770.00	\$46,200.00
			FLOOR STANDING SAFE-T MOBILE DIVIDER, 43"W X 75"H	Sell:	\$385.00	\$23,100.00
			DVSCR- MOBILE-43W75H	Discount %:		50.00

TIPS: 200301	Total List:	\$55,905.00
P.O. TO: SPECIAL T	Total Sell:	\$27,952.50
C/O TRANSAMERICAN	Total Discount %:	50.00
11820 WILLS ROAD		
ALPHARETTA, GA 30009		



CCP - Safe Return - Labor - Riff

Item	MFG	Qty.	Product	Price	
				Unit	Extended
1	RIF	1	QUOTE# 33141-1 LABOR TO BUILD SCREEN MOCK-UP	Sell: \$520.00	\$520.00
2	RIF	1	QUOTE# 33141-2 RECEIVE, DELIVER AND INSTALL ACRYLIC SCREENS AT VARIOUS LOCATIONS AROUND CCP CAMPUS DURING REGULAR WEEKDAY DAYTIME HOURS	Sell: \$32,542.35	\$32,542.35

Total: \$33,062.35

~ PROPOSAL DOES NOT INCLUDE SALES TAX ~
~ PROPOSAL VALID FOR (30) DAYS ~

APPROVAL: _____
SIGNATURE DATE

Item	MFG	Qty.	Product	Price	
				Unit	Extended

TIPS: 200301	Total List:	\$179,790.00
P.O. TO: MERGEWORKS	Total Sell:	\$93,490.80
C/O TRANSAMERICAN	Total Discount %:	48.00
4985 Eisenhower Road		
San Antonio, TX 78218		

ATTACHMENT E

**Budget Summary - Funding Sources and
Application of Funds for the Fiscal Year July 1,
2021 - June 30, 2022**

TABLE I

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

FUNDING SOURCES	Operating	Capital	Catto Scholarship Program	Total
Student Tuition	\$47,200,675			\$47,200,675
Student Technology Fee	9,154,954			9,154,954
Credit Course Fee	3,094,952			3,094,952
Distance Education Fee	1,625,535			1,625,535
Adult Literacy Program Fee	66,672			66,672
Senior Citizen Fee	12,593			12,593
Other Non-Instructional Fees	882,546			882,546
City of Philadelphia	33,367,206	5,942,001	\$8,818,868	48,128,075
Commonwealth of Pennsylvania	32,437,263	5,657,509		38,094,772
Interest Income	194,742			194,742
Indirect Cost Allowances	301,558			301,558
Vocational Education Support Funds	350,000			350,000
Miscellaneous Income	269,261			269,261
HEERF	<u>9,029,938</u>			<u>9,029,938</u>
Total Current Operating Revenues	137,987,895		8,818,868	158,406,273
Student General, and Other Fees	1,466,065	288,814		1,754,879
Grant Capital Revenues		<u>400,000</u>		<u>400,000</u>
Total Educational and General Revenues	139,453,960		8,818,868	148,272,828
Auxiliary Enterprises	1,132,635			1,132,635
TOTAL SOURCES OF FUNDS	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>
APPLICATION OF FUNDS				
Operating Budget Salary Expenses	\$75,593,744			\$75,593,744
Operating Budget Staff Benefits Expenses	35,466,058			35,466,058
All Other Operating Budget Expenses	26,381,268			26,381,268
PowerUp Your Business	800,000			800,000
Catto Scholarship Program Expenses			\$8,818,868	8,818,868
Reduced Current Operating Expenses	138,241,070		8,818,868	147,059,938
Student Activities & Commencement	<u>1,908,986</u>			<u>1,908,986</u>
Total Educational and General Expenditures	140,150,056		8,818,868	148,968,924
Auxiliary Enterprises	436,539			436,539
Capital Acquisitions		\$1,231,040		1,231,040
Debt Service		<u>11,057,284</u>		<u>11,057,284</u>
TOTAL USES OF FUNDS	140,586,595	12,288,324	8,818,868	161,693,787
Transfer to Student Activities Reserve	<u>0</u>			<u>0</u>
TOTAL APPLICATION OF FUNDS	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>