

Meeting of the Board of Trustees, Thursday, November 3, 2022, 3:00 p.m. Pavilion Klein
Cube/P2-3-Hybrid

AGENDA

(1) Meeting Called to Order

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

- Continue to Update the Board on the Middle States Self Study
- Update the Board on the December 1, 2022 Board Retreat
- Reflections for the Future: Strategies, Pathways, and Outcomes

(2) Public Comment

(3) Report of the President

- (a) Middle States Update
- (b) Enrollment Update
- (c) ACCT Leadership Congress Reflections, October 26-29, 2022
- (d) Board Retreat, December 1, 2022
 - Walls Torres Group (Daria) Survey Distribution-November 7, 2022
- (e) Election Day-Day of Service
 - Instructional Make-up Day - Tuesday, December 6, 2022
- (f) Safety and Security Update
- (g) Foundation Report (Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller)

(4) Business Affairs Committee, October 19 & November 3, 2022

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(5) Student Outcomes Committee, October 20 & November 3, 2022

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(6) Workforce Subcommittee, November 3, 2022

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(7) Consent Agenda

- (a) Proceedings and Minutes of Decisions and Resolutions, Meeting of October 6, 2022

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| 10.6.22 Board Proceedings.pdf | 50 |
| Attachment A - Resolution for Dr. Samuel Hirsch.pdf | 60 |
| 10.6.22 Minutes of Decisions and Resolutions.pdf | 62 |
| (b) Gifts and Grants | |
| Record of Grants & Gifts.pdf | 67 |
| (c) Renovations of Bonnell Building Restrooms | |
| (d) Automotive Technology Academic Program Review | |
| (e) Mid Term Review Update for the Culinary Arts AAS Program | |

(8) Report of the Chair

- (a) Facilities Assessment
- (b) November 2, 2022 Presentation: Scott Van Pelt
- (c) Board Retreat, December 1, 2022
- (d) Capital Campaign Engagement
- (e) Looking Ahead-2023
- (f) Emerita/us Status/Reception
- (g) Upcoming Events

(9) Old Business

(10) New Business

(11) Next Meeting: Thursday, January 5, 2023, 3:00 p.m. Northeast Regional Center, 12901 Townsend Road, Room 124 (Community Room)

Future Committee Meetings

Business Affairs, Wednesday, November 16, 2022 - 9:00 a.m. – Isadore A. Shrager Boardroom – M2-1 - Hybrid

Workforce Subcommittee, Friday, November 18, 2022, 10:00 a.m.
Isadore A. Shrager Boardroom, M2-1
Hybrid

Student Outcomes, Thursday, January 19, 2023- 10:00 a.m. –
Isadore A. Shrager Boardroom, M2-1- Hybrid

Upcoming Events

Veteran's Day Ceremony, Friday, November 11, 2022, 10:00 a.m. - Bonnell Building Lobby

Middle States Team Chair Preliminary Visit, Monday, November 14, 2022

Board of Trustees Retreat, Thursday, December 1, 2022
12:00 p.m. – 5:30 p.m.
Pavilion Klein Cube – P2-3

Board of Trustees Reception Thursday, December 1, 2022
6:00 p.m. - Pavilion Klein Cube – P2-3

Association of Community College Trustees National Legislative Summit,
February 5-8, 2023, Marriott Marquis, Washington, DC

(12) Executive Session

The Board will convene in Executive Session to discuss updates on pending legal matters. The Board will not return following the Executive Session.

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, October 19, 2022 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Michael Soileau (presiding); Mr. Ronald Bradley, Mr. Rob Dubow, Mr. Harold Epps, Mr. Steve Herzog, and Mr. Jeremiah J. White

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Marsia Henley, Danielle Liautaud-Watkins, Esq., Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Dr. David Thomas, Mr. Tim Trzaska, Dr. Mellissia Zanjani, and Victoria Zellers, Esq.

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

PUBLIC SESSION
AGENDA

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

Mr. Soileau called the meeting to order at 9:01 A.M. He explained that the first agenda item, the Purchase of Laptops from Dell to Support Students under the Laptop Loaner Program, was removed from the agenda. He mentioned that Mr. Eapen and his team have decided to look at other options including lease options and other opportunities. Mr. Soileau stated that the item will be presented at the next Business Affairs Committee meeting.

(1) Renovations of Bonnell Building Restrooms (Action Item)

Discussion: Mr. Eapen stated that the College is planning to refurbish the main Restrooms on the ground floor of the Bonnell Building. This will take the existing men's and women's restrooms and combine them into one unisex restroom facility.

Mr. Trzaska stated the first-floor men's and women's restrooms located in the Bonnell lobby area will be combined into one large restroom consisting of 13 individual stalls, two of which are handicapped accessible and 10 sinks. He pointed out the stalls will be higher-than-normal size for privacy. Mr. Trzaska stated the signs will be posted during construction diverting individuals to use adjacent restrooms on the first floor of the Bonnell Building. He stated that the restroom project should take three months to complete. Dr. Generals pointed out that these restrooms will be non-binary, all gender restrooms.

Mr. Eapen stated that the College issued RFP #10183 on August 27, 2022 via Pennbid. The Pre-bid was held on September 1, 2022 and 16 bidders attended. He stated that the College received 12 responses. Please refer to Attachment B.

Mr. Eapen stated that the lowest responsible bidders were as follows:

| | |
|---|------------------|
| • General Construction: S.B. Conrad, Inc. | \$291,000 |
| • Plumbing & Fire Protection: Royalty Construction Services | \$145,071 |
| • HVAC: McCloskey Mechanical | \$ 11,890 |
| • MJF Electrical Contracting, Inc. | <u>\$ 61,650</u> |
| Grand Total: | \$509,611 |

Mr. Eapen mentioned that when the capital budget was presented last month, staff anticipated \$447,000 for this project. He stated that the bids came in approximately \$63,000 lower than projected.

Ms. Henley commented on the demographics. She stated that S.B. Conrad is located in Chester Heights, PA with 36 employees, of which 6% are minority employees. Ms. Henley stated that Royalty Construction Services is located in Pennsauken, NJ. The company is 100% MBE, and African-American owned with one employee. She stated that Royal Construction Services is subbing with Precision Sprinkler Services, Inc. which is located in Trainer, PA with 23 employees, of which 5% are minority employees. Ms. Henley stated that the plumbing sub-contractor is LorMar Mechanical and is located in Pennsauken, NJ with two employees, of which one (50%) is a minority employee. She stated that McCloskey Mechanical is located in Blackwood, NJ with 225 employees, of which 27% are minority employees. Ms. Henley stated that MJF Electrical Contracting, Inc. is located in Morrisville, PA with 50 employees, of which 2% are minority employees. Please refer to Attachment C which includes the demographics.

Mr. Eapen stated that the funds will be coming from the Capital Budget to pay for the project. Mr. Dubow questioned if inflation is impacting the capital budget plan. Mr. Eapen stated that inflation is impacting the bids. He reminded the Committee that staff is working on obtaining bids for ESCO (Energy Service Company) companies under GESA (Guaranteed Energy Savings Act) which will give staff time to evaluate which company would be the best fit for the College. Mr. Soileau asked about the timeline of the bid process. Mr. Eapen stated that the goal was to get out the RFP/RFQ by the end of November with the ultimate goal of seeking the lowest responsible bidder. He pointed out that staff is working with Phoenix Capital Partners, LLP, the College's Financial Advisor, in this bid process; and reminded the Committee that Phoenix Capital Partners, LLP assisted the College in the past with its bond proceeds.

Since the contractors and sub-contractors for the renovations of the Bonnell Building have a low percentage of minorities, Mr. Bradley asked if there was a possibility to have the College's students who have the skills set to intern for this project which would provide them an opportunity to learn the trade. Mr. Eapen stated that staff could discuss this idea with the contractors. Dr. Generals added that this would involve the workforce team and faculty if the students were to receive credit for interning.

Action: Mr. Dubow moved and Mr. White seconded the motion that the Business Affairs Committee recommend to the full Board to award the following: S.B. Conrad, Inc. in the amount of \$291,000 for General Construction; Royalty Construction Services in the amount of \$145,071 for Plumbing and Fire Protection; McCloskey Mechanical in the amount of \$11,890 for HVAC; and MJF Electrical Contracting, Inc. in the amount of \$61,650 for Electrical. The Bonnell Building Restrooms project will be paid from the Capital Budget. The motion passed unanimously.

(2) Next Meeting (Information Item)

Mr. Soileau stated that the next meeting (Hybrid) of the Business Affairs Committee will be a Committee as a Whole meeting scheduled for Thursday, November 3rd at 9:00 A.M.

The next regularly scheduled Hybrid meeting of the Business Affairs Committee is set for Wednesday November 16, 2022 at 9:00 A.M.

The Public Session adjourned at 9:13 a.m.

EXECUTIVE SESSION

An Executive Session followed the Public Session. Discussions centered on legal and personnel matters.

**Im
Attachments**

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

AGENDA: October 19, 2022

| Agenda No. | Vendor/Consultant | Amount | Source |
|-------------------|--|--|----------------|
| 1. | General Contractor: S.B. Conrad , Inc. Fire Protection: Royalty Construction Services HVAC: McCloskey Mechanical MJF Electrical Contracting, Inc. | \$291,000 \$145,071 \$11,890 \$61,650 | Capital Budget |

ATTACHMENT B

Quotes for Renovations of Bonnell Building Restrooms

Worksheet
 Extended Price
 Analysis

| Reference Number | Description | Type | UOM | Quantity | Extended Estimate | danielle@mccloskey_mechanical.com | MJF Electrical Contracting, Inc. | Whitemarsh Electric, Inc. | Palman Electric Inc | Mulhern Electric Company, Inc. | John J Bee Inc. | Paradigm Mechanical | S.B. Conrad, Inc. | New Age Development Group | Dolan Mechanical, Inc. | GEM Mechanical Services, Inc. | walker@royalty_constructionservices.com | |
|--------------------|--------------------------------|------|----------|----------|-------------------|--|----------------------------------|---------------------------|---------------------|--------------------------------|-----------------|---------------------|-------------------|---------------------------|------------------------|-------------------------------|--|--------------|
| Total | | | | | | | | | | | | | | | | | | |
| Extended | | | | | | | \$11,890.00 | \$61,650.00 | \$65,884.00 | \$81,731.00 | \$93,456.00 | \$189,500.00 | \$246,800.00 | \$291,000.00 | \$294,717.00 | \$355,000.00 | \$367,000.00 | \$545,617.18 |
| Default Item Group | | | | | | | \$11,890.00 | \$61,650.00 | \$65,884.00 | \$81,731.00 | \$93,456.00 | \$189,500.00 | \$246,800.00 | \$291,000.00 | \$294,717.00 | \$355,000.00 | \$367,000.00 | \$545,617.18 |
| | General Construction | | | | | | | | | | | | | | | | | |
| 100 | for RFP #10183 | Base | Lump Sum | 1 | | | | | | | | | | \$291,000.00 | \$294,717.00 | | | \$313,099.28 |
| | Electrical Construction | | | | | | | | | | | | | | | | | |
| 200 | for RFP #10183 | Base | Lump Sum | 1 | | | \$61,650.00 | \$65,884.00 | \$81,731.00 | \$93,456.00 | | | | | | | | \$67,760.40 |
| | Mechanical (HVAC) Construction | | | | | | | | | | | | | | | | | |
| 300 | for RFP #10183 | Base | Lump Sum | 1 | | \$11,890.00 | | | | | | | | | | | \$92,000.00 | \$19,686.00 |
| | Plumbing/Fire Protection | | | | | | | | | | | | | | | | | |
| 400 | Construction for RFP #10183 | Base | Lump Sum | 1 | | | | | | \$189,500.00 | | \$246,800.00 | | | \$355,000.00 | \$275,000.00 | | \$145,071.50 |

ATTACHMENT C

Demographics: Contractors and Sub-Contractors Renovations of Bonnell Building Restrooms

Bonnell Building Ground Floor Restroom Renovation
Community College of Philadelphia

Workforce Demographics/Company Ownership Report Template

| Workforce Demographics | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian/Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|-------------------------------|---------------------------|------------------------|----------|----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | 2 | | | | | | | | 33 | 3 | 36 |
| Percentage of Total Workforce | 6% | | | | | | | | 92% | 8% | |
| Management Employees | | | | | | | | | | | |
| Non-Management Employees | | | | | | | | | | | |
| Company Ownership | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian/Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
| Number | | | | | | 1 | | | | | |
| Percentage of Total Owners | | | | | | 100% | | | | | |

Royalty Construction Services

Workforce Demographics/Company Ownership Report Template

| Workforce Demographics | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian /Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|-------------------------------|---------------------------|------------------------|----------|-----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 1 |
| Percentage of Total Workforce | 100 | | | | | | | | | | 100 |
| Management Employees | 1 | | | | | | | | | | 1 |
| Non-Management Employees | 0 | | | | | | | | | | 0 |

| Company Ownership | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian /Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|----------------------------|---------------------------|------------------------|----------|-----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | 1 | | | | | | | | | | 1 |
| Percentage of Total Owners | 100 | | | | | | | | | | 100 |



**Precision Sprinkler
Services Inc.**

3812 W. 9th St
Trainer, PA 19061

Workforce Demographics/Company Ownership Report Template

| Workforce Demographics | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian /Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|-------------------------------|---------------------------|------------------------|----------|-----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | 1 | | | | | 22 | | 23 | 22 | 1 | 23 |
| Percentage of Total Workforce | 5% | | | | | 95% | | | | | |
| Management Employees | 0 | | | | | 5 | | 5 | 4 | 1 | 5 |
| Non-Management Employees | 1 | | | | | 17 | | 18 | 18 | 0 | 18 |

| Company Ownership | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian /Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|----------------------------|---------------------------|------------------------|----------|-----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | | | | | | 3 | | 3 | 3 | | 3 |
| Percentage of Total Owners | | | | | | 100% | | 100% | 100% | | 100% |

Bonnell Building Ground Floor Restroom Renovation
Community College of Philadelphia

Workforce Demographics/Company Ownership Report Template

| Workforce Demographics | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian/Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|-------------------------------|---------------------------|------------------------|----------|----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | 1 | - | - | - | - | 1 | - | 2 | 2 | - | 2 |
| Percentage of Total Workforce | 50% | | | | | 50% | | | | | - |
| Management Employees | | | | | | 1 | | | | | 1 |
| Non-Management Employees | | | | | | | | | | | NA |

| Company Ownership | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian/Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|----------------------------|---------------------------|------------------------|----------|----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | | | | | | | 1 | 1 | 1 | | 1 |
| Percentage of Total Owners | | | | | | | 100% | | 100% | | |

Bonnell Building Ground Floor Restroom Renovation
Community College of Philadelphia

Workforce Demographics/Company Ownership Report Template

| Workforce Demographics | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian/Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|-------------------------------|---------------------------|------------------------|----------|----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | 26 | | 34 | | | 165 | | | 196 | 29 | |
| Percentage of Total Workforce | 12 | | 15 | | | 73 | | | 87 | 13 | |
| Management Employees | 2 | | | | | 8 | | | 9 | 1 | |
| Non-Management Employees | 20% | | | | | 80% | | | 90% | 10% | |
| Company Ownership | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian/Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
| Number | | | | | | 2 | | | | | |
| Percentage of Total Owners | | | | | | 100% | | | | | |

MJF Electrical Contracting, Inc.

Workforce Demographics/Company Ownership Report Template

| Workforce Demographics | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian /Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|-------------------------------|---------------------------|------------------------|----------|-----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | | | 1 | | | 48 | 1 | 50 | 44 | 6 | 50 |
| Percentage of Total Workforce | | | 2% | | | 96% | 2% | 100% | 88% | 22% | 100% |
| Management Employees | | | 0 | | | 4 | 0 | 4 | 2 | 2 | 4 |
| Non-Management Employees | | | 1 | | | 44 | 1 | 46 | 42 | 4 | 46 |

| Company Ownership | African American or Black | Asian/Pacific Islander | Hispanic | Native Hawaiian /Pacific Islander | Multi-Racial | White | Other/Unknown | Total | Male | Female | Total |
|----------------------------|---------------------------|------------------------|----------|-----------------------------------|--------------|-------|---------------|-------|------|--------|-------|
| Number | | | | | | 2 | | 2 | 1 | 1 | 2 |
| Percentage of Total Owners | | | | | | 100% | | 2 | 50% | 50% | 100% |

The numbers listed represent our current demographic. This is subject to change throughout the year. Our electricians are hired through the local union hall and we cannot dictate who is sent to the job.

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

MINUTES

Thursday, October 20, 2022

10:00 a.m.

Zoom/Hybrid

Presiding: Ms. Fulmore-Townsend

Committee

Members: Rep. Morgan Cephas, Mr. Patrick Clancy, Ms. Sheila Ireland, Mr. Tyrell McCoy, Ms. Rosalyn McPherson, Ms. Mindy Posoff

Board

Participants: Mr. Tyrell McCoy

College

Members: Dr. Generals, Dr. Lipscomb, Dr. Marshall, Dr. Thomas

Guests: Dr. Birge, Ms. Norment, Mr. Saxton, Dr. Shannon

(1) Public Session

(a) Introductions:

Dr. Marshall welcomed the Automotive Technology Faculty to the Student Outcomes Committee meeting. Introductions were made to Richard Saxton, Assistant Professor and Department Chair of Transportation Technologies, Dr. Darren Lipscomb, Associate Vice President, Enrollment Management, Dr. Eric Shannon, Director of Institutional Research in the Office of Institutional Effectiveness and Dr. Amy Birge-Caracappa, Professor of English, Director of Assessment, and Coordinator of General Education in the Office of Assessment and Evaluation Institutional Effectiveness Unit.

Ms. Arielle Norment, Interim Dean of Business and Technology, was introduced as well. Dr. Marshall took a moment to show her appreciation for Ms. Norment. She informed the committee that Ms. Norment stepped in as an Interim Dean before Dr. Marshall arrived at the College. It was noted that Ms. Norment has been doing an amazing job. At this time, Dr. Marshall wanted to give kudos and thank her, in front of everyone, for her hard work and her leadership in that role.

(b) Approval of the Minutes of September 22, 2022

The minutes were approved unanimously.

(c) Automotive Technology Academic Program Review

Mr. Saxton informed the committee of his 26 years at the College and during this time he's been involved with the program which is now transportation technologies. There are quite a few different programs. Now, besides automotive, there's medium and heavy truck programs.

The automotive program has been relatively stable, even during COVID. We've seen some interesting numbers as far as classroom efficiency. Comparing our numbers against the demographics of the regular college, we have seen a lot of positives as far as Black males being successful in our program; women being successful in the program, and recently acquired an NSF grant.

Mr. Saxton reported that with the hard work put in from the previous Dean, Dr. Carter, Ms. Norment, himself and the consulting firm, they all came together as part of a \$500,000 NSF grant. The grant will help develop a better recruitment strategy for women and underrepresented minorities. It should help grow our numbers which he reported were approximately (targeted in the report) at 16% growth year to year.

This is a pretty substantial growth consistently over that five year period.

A conversation around hiring qualified faculty included the need to attract qualified faculty to the program as this could double enrollment. It seems that people are not willing to leave lucrative industry jobs to become faculty. Current faculty salary is a factor. We got lucky to get Carmelo Robles recently because he wanted to make a transition and not necessarily looking for work. It is like finding a needle in a haystack. To hire qualified faculty/technician, we have to be very strategic. Even though they have skills in shop they might not have the instructional skill set necessary.

There was discussion around how we are thinking about the future of Automotive Tech and more specifically, the continued investment that would be required at the CATC to keep us at pace with the rapidly growing industry. The committee were concerned about being engaged in some strategic planning around where we are now as opposed to where we need to be in the future, and how we can continually invest in the program to make sure that we're at the cutting edge.

Mr. Saxton informed that most of the equipment that we require and we purchase, is through Perkins and are not necessarily straight out of the college operating budget. In general, review of equipment is through our Advisory Committee and the approval through the Advisory Committee, which is all required through Perkins. This is how we acquire those kinds of electric vehicle training equipment as well as advanced driver assist systems, blind spot monitoring, adaptive cruise control, and the like. We are on the cutting edge right now with the new building. We put a lot of those pieces already in place.

Often, we will get donations from manufacturers because they want us to train our students on their vehicles so this is with Nissan, Toyota, Ford and Subaru. Our latest partner that will be coming out in the Fall will be Fiat Chrysler.

Having a brand new building, which is very attractive to students, I think we'll be able to accomplish growth in the next five years. Mr. Saxton felt that with the proper outreach and students visiting the facility, we can attract more students.

Dr. Birge gave a synopsis of the Auto Tech program which included that CATC figures largely reflect great opportunities for students of color and females. The Auto Tech program provides female students and Black students long-term professional career prospects and economic security at a higher rate than the national average. . Assessment is on track for Auto Tech outreach for women. It was reported that Auto Tech has slightly lower percentage full-time enrollment than the College which is 26.7% to 28.8% but a higher percentage of Black/African American male students than the College - 31.3% to 13.5%. Compared to the national average, Auto Tech enrolls a higher percentage of Black students - 37.5% to 9.9% and a higher percentage of female students -6.5% to 3.5%. The plan is to enroll more. It was mentioned that greater specialization may lead to more transfer opportunities.

Questions about attrition were addressed. Dr. Birge informed the committee attrition from the last APR really had to do with students not being able to get the courses that they needed in the right semester or term to stay on track and graduate.. Scheduling itself was an issue. It was brought up that the CATC building really will lend itself to scheduling more classes during the regular Fall/Spring semesters which we were unable to do previously with the small size of our previous location.

The committee felt this APR had very strong results and are looking forward to seeing how the additional resources, new facility and relationships will help this program continue to thrive and grow.

Action: The Student Outcomes Committee unanimously recommended that that the Board of Trustees accept the program review for the Automotive Technology Academic program with approval for five years.

(d) Culinary Arts AAS Mid-Term Review

Dr. Marshall noted that one of the things to know is the challenge that Culinary has had over the COVID time period when faculty couldn't actually be in-person in kitchens, cooking and working with students. So there were some challenges with enrollment during that time period. She is excited to see a trend in the other direction and to see reinvigoration of the program. There are some exciting opportunities to engage with the community and connecting our students with restaurants in Culinary and Hospitality as well.

A discussion arose regarding the capacity of the program and how many students are currently enrolled. The Culinary Arts program currently has 81 students. Ms. Norment informed the committee that the plan is to keep the program and courses small due to limited space in the kitchen and for the individualized attention and hands-on experiences.

Mr. Clancy inquired about any challenges with students making it to graduation because skills they have picked up along the way are more marketable for immediate employment and they can jump down and go to work prior to graduation. Ms. Norment stated that students jumping down prior to graduation was not an issue. Typically what is seen is that students work part time and take classes full time to complete coursework.

There was dialogue regarding whether or not employers still want the Associate's degree versus the credential. Like other programs that is seen in the city, some of the culinary programs are not two years and they're more credentialed based or skill based. An inquiry was made as to whether there is still a need, from the employer's perspective, for an Associate's degree. Ms. Norment assured that there is a need for an Associate's degree, especially for the higher level positions. So we can see students that upon graduation, they're able to move directly to supervisory management roles. The employers and student benefit from the degree. We are trying to build those relationships with organizations such as Job Corps and/or Philabundance, and others as such, so that we can get their graduates into our program through articulation agreements and prior learning assessment.

Action: The Student Outcomes Committee unanimously recommended that that the Board of Trustees accept the Mid Term Review Update for the Culinary Arts AAS program.

(e) New Business

There was no new business.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for November 3rd at 1:00 p.m.

Attachments:

Minutes of September 22, 2022

Automotive Technology Executive Summary APR

Culinary Arts AAS Mid-Term Review

STUDENT OUTCOMES COMMITTEE OF THE BOARD OF TRUSTEES
MEETING MINUTES

Thursday, September 22, 2022
2:00 p.m.
Pavilion Klein Cube, P2-3 and via Zoom

Presiding: Ms. Chekemma Fulmore-Townsend

Committee

Members: Ms. Rosalyn McPherson, Ms. Mindy Posoff, Representative Morgan Cephas

Board

Participants: Chairman Harold Epps

College/Cabinet

Members: Ms. Carol de Fries, Dr. Guy General, Dr. Alycia Marshall, Ms. Danielle Liautaud-Watkins, Ms. Victoria Zellers

Guests: Interim Dean Arielle Norment, Chuck Herbert, Michael Hackett, Barbara Hearn, Elizabeth Gordon

(1) Executive Session

There were no agenda items for the Executive Session.

(2) Public Session

(a) Approval of the Minutes of June 2, 2022

The minutes were approved unanimously.

(b) Academic Program Review

Interim Dean Arielle Norment – Oversees the computer technologies programs, Chuck Herbert, Michael Hackett, Barbara Hearn, – Computer Info Systems AAS Degree.

Computer Information Systems (AAS Degree)

Chuck Herbert, Dept. Head, provided highlights from the oldest Computing degree program at the College. Mr. Herbert noted that the Computer Information Systems program started back in 1964, and faculty from Penn and Drexel assisted with starting the program. Mr. Herbert, shared that in 1966/67, CCP was the first in the country to start an AAS degree in Computing. The first dean of science who was from Penn, recruited then-recent Penn graduates to start the program. Mr. Herbert noted that the program name has changed but it is the same program. Mr. Herbert shared that the Department decided on a model that led to specific degrees in certain hot topics:

- Cybersecurity
- Networking

- Web and App Development

The CIS IT degree is broken up into 3 parts:

- General education core
- Required Computing courses
- Elective Computing Courses (3rd part is flexible)
 - Mr. Herbert noted that the 3rd part of this program structure provides the students with flexibility to determine what they want to focus on and still finish their degree to avoid getting stuck in the mix of innovative changes in the program. There is a core number of classes that every CIS IT AAS degree must take and many of the course offerings are focused in specific professional certifications.

Mr. Herbert shared that while enrollment has been down at the College, enrollment in the CIS IT program has held up and hasn't had as much attrition. Mr. Herbert mentioned that they want to look at 5% growth in the future for the CIS IT program.

Challenges/Opportunity –

Mr. Herbert noted that the Department wants to increase the number of female students who enroll in the program. The percentage of students that are female are below the female average at the College and the national average, and the department would like to pay closer attention to this problem.

Mr. Herbert cited a couple of statistics about women of a certain age making career decisions differently than men do. They have different reasons for choosing their professions. Due to the Department's goal of increasing the number of female students that enroll in the CIS-IT AAS degree, the Department plans to investigate women in technology grants from NSF to get assistance with recruiting women. The problem of not having or attracting enough women into the information technology field exists across the country and reflects less than 25% of those who work in the field are women.

Mr. Herbert is also suggesting a curriculum revision for *CIS 270- Systems Analysis and Design* and *CIS 271- IT Project Management*. The two courses are similar. Systems Analysis is no longer taught at the Associate level most places, and is no longer needed if we teach Project Management. Mr. Herbert said the Department believes the Business Leadership, Fashion, & Hospitality Department is better suited to teach Project Management than the Computer Technologies Department and that the program review suggests replacing CIS 271 with *PJMT 110 - Foundations of Project Management*.

Mr. Herbert stated that they worked very hard to diversify the faculty in the Computer Technologies Department and he is very proud of it. He stated that the CIS IT Department had 17 faculty members (16 white males 1 African American) when he started at the College in the 1980's. Today, the Department is among the most diverse in the College, especially the part-time faculty, the majority of whom are now female and a majority are African American. Mr. Herbert noted that the Department will continue to focus on diversifying the faculty.

Ms. Hearn stated the CIS103 course is the largest course in the Department and every student pursuing an associate degree at the College must take it or a similar course to satisfy the

College's Technological Competency requirement. Ms. Hearn stated that she is always updating the course to meet the innovative demands of the industry. Ms. Hearn expressed wanting to collaborate with other departments and programs for CIS 103 and is leaning towards starting with Automotive Technology for the different programs who must take the course. Ms. Hearn is a graduate of the college and takes pride in the program's growth and where it is going.

Ms. Hearn also stated that she still works with the Tech Girls program and she is looking to start the program back up. The program was paused due to the pandemic. The program is designed to work with middle school girls to teach them how to code and create applications. The CIS IT degree is a general degree and serves several purposes.

Ms. Gordon from Institutional Effectiveness reinforced what Mr. Herbert shared regarding the CIS IT program enrollment and stated that the enrollment was resilient before and during the pandemic and has had consistent enrollment growth even when the College's overall enrollment dipped.

Ms. Gordon also shared that the program's efficiency ratio was strong and tended to fill up. Retention and completion in the CIS IT program are a little bit stronger than the College's average. They are looking to develop surveys and engage students who appear to be transferring out of the program after they complete 12 credits to understand why they are transferring out of the program.

Ms. Gordon also stated that the drop-ins and drop-outs are skewing the numbers a bit.

Ms. Fulmore-Townsend inquired about CIS IT student level outcomes and expressed concerns around struggling through assessment which was previously identified in the previous APR.

Mr. Herbert shared that the CIS program faculty utilized the assessment recommendations from the previous audit to make the current changes and ensured that the recommendations were implemented.

Mr. Herbert shared that the department has since responded to this need by using AEFIS (an assessment software program), the assessment data is complete, and they have closed the loop. They need to go over the assessment data for every course every semester to determine what intentional actions need to be taken from the data.

Mr. Herbert referenced the information that was being discussed and noted that the items were located on the top of page 11 on the Student Outcomes meeting materials.

Mr. Herbert noted that the AEFIS program has not been working properly. The department's assessment data is being gathered for the entire year which includes; fall, spring, summer 1 and 2, and winter semesters.

Mr. Epps expressed concern regarding a process issue referencing the assessment gap.

Mr. Herbert stated that the CIS department has all the assessment data and reports from the coordinators that show the progress that the department made. The prior audit pointed it out

as a weakness, and they have the information readily available to provide to middle states, so this has been addressed.

Ms. McPherson – Posted two comments in the chat before she left the meeting – What steps has the department taken to address the differences between recruiting before and after in the age of covid?

Mr. Herbert shared that the Department got away from recruiting at the high schools due to the pandemic. The department wants to take a more sophisticated approach to find out what will help them attract more women (possibly through an NSF grant) and they have been paying attention to other things and got away from the decline in women who enrolled. The National Center for Women in Technology is one of the areas they would like to strategically target. They want to work with them to get more information to see if funding is available to help them with this recruitment initiative.

Mr. Herbert shared currently no women teach Computer Science at the College. They would like to target identifying women to teach Computer Science. Mr. Herbert shared that he knows someone who recently retired that may be interested. They recently lost a couple of female faculty members who moved on to teach other subjects and shared that they have a lot more flexibility with PT positions.

Representative Cephas stressed that there should be an emphasis placed on identifying women of color (Latina and African American women) and shared that if it is not measured it is not managed.

Representative Cephas also asked Mr. Herbert and the faculty how they are going to measure the data and shared that the Department will have to look at the data to determine the impact they believe that hiring qualified women will have on the department. The department believes that this will make it easier to attract other female faculty members and ultimately female students.

Mr. Herbert also shared that CIS IT is a bigger program so it is easier to recruit more diverse faculty, whereas computer science is a little harder to recruit for and they must be conscious of this challenge. They plan to talk to experts and request advice from those who have had a proven track record in recruiting minorities and women.

Representative Cephas asked Mr. Herbert if there is any thought of looking at the CTE pipeline with the School District and suggested that neighborhood schools should be considered not just magnet schools and Girls High.

Mr. Herbert said the department works with the School District's CTE programs, and has visited high school CTE classes in the past and they would like to get back to doing so post-COVID.

Mr. Herbert shared that students who take networking in high school and take the NOCTI (statewide exams that replace professional exams for A+ and Network+ certification for students enrolled at CTE HS programs) exams can get AP credit if they pass to transfer into CCP.

Ms. Posoff wanted to know the impact of increasing enrollment and the connection to marketing and wanted to know what targeted marketing opportunities could be implemented to support the recruitment effort?

Ms. Posoff also shared that the collaboration of curriculum is an exciting idea and is curious to know how this came about.

Mr. Herbert shared that the Department tries not to do things that other people are better at. He referenced the example about project management and systems analysis. They tend to work together with colleagues who have additional expertise in these areas collaboratively to create curriculum.

Mr. Herbert shared that the CIS IT connection to marketing is the program coordinator and they also worked with John Neugubeuer and he partnered with faculty to visit the high schools but now that he has moved on to a new position, there is a bit of a void in this space.

Mr. Herbert shared that the faculty worked to hold an open house in August, and that Admissions thinks we picked up 12 FTEs as a result of this event.

Chairman Epps asked how wide is our definition of information science and do we offer artificial intelligence, drones, e-sports, robotics, etc. and what is our use of these words in our curriculum? In addition, how do they fit into our present or future programs – Mr. Epps further expressed that the cutting edge of this industry is machine learning and data science.

Mr. Herbert shared that the cutting edge of AI is machine learning and that the program does have a machine learning course. He said in associate's program we must build a foundation first to help prepare students for a 4-year program which goes more deeply into AI.

Mr. Epps shared that if we don't say the words like artificial intelligence, e-sports and robotics, it will prevent us from connecting with 17- 25 yr. olds. Maybe creating certificates in robotics combined with engineering and computer science could serve as a foundational course. You can start to think about the related career fields and part-time work opportunities.

Mr. Epps shared that we should work to connect with Comcast to offer scholarships, and the students that apply should get to visit NBC and Comcast even if they don't get the scholarship. This gives them an opportunity to show the connection to the programs that we offer. We need to reach as deep into the next generation as possible, - do we have structured planned programs for pipelines of partnerships starting at elementary school?

Ms. Hearn shared that we had our students become tutors at the elementary school – Working with young girls in elementary school like our Jr. Stem Academy. She shared that women tend to make decisions about their careers earlier. The tech girls organization allowed them to target middle school girls to teach them game development, and provide things like workshops in a box at no charge to the students.

Ms. Norment shared that the program offers foundational courses such as intro to gaming simulation and introduces gaming at the entry level. Offering summer camp to middle schools is also another opportunity. We also offer a Robotics course co-taught by Computer Tech and

Engineering faculty and offer scholarships through NBC Universal/Comcast to Computer Tech students. We may need to determine where it will be housed. We can set up a lab for current students and open it up to the general public to spark an interest in the CIS field overall – so they can create a hands-on program lab.

Action: The Student Outcomes Committee unanimously recommended that the Board of Trustees accept the program review updates for Computer Information Systems – Information Technology with 5% growth over five years with the goal of reviewing the potential for growth up to 8%.

Computer Science – Mr. Hackett was hired as the program coordinator to start and oversee the computer science program –

Mr. Herbert shared that everything is kept current for the program and enrollment has been growing since 2017 until now even though the college's enrollment was slowing down and Mr. Herbert shared that this semester, every section of CIS 111 was filled.

Mr. Herbert believes that this program works better in person although they were able to grow by offering the program online. He provided two examples; the students can find teachers when they are on campus to work through questions about their assignments. Faculty can follow up with written responses through Canvas and can respond to the students in real time. What else can we do to be proactive and intentional?

Mr. Herbert shared that computer science is one of the fastest growing programs at the College. We don't want to compromise the quality of the program, steady growth with intentional outreach to women and people of color. Faculty are willing to do whatever it takes to help the program grow which was noted as a strength of the computer science program. It is structured as an honors program for computing.

On the other end of the spectrum, the department is trying to find ways to further engage students who have developmental course needs by exposing them to computer lessons while they are taking developmental courses.

Ms. Gordon shared that the program accreditation board for engineering standards – makes the graduates in high demand when they earn credentials and graduate. She cited notable recent transfers of students that can be found in the handouts for the SOC meeting. Enrollment was stable during the pandemic and most students in the program are full time. There are strong pathways to careers and on average, the program retains 50% of its students year-to-year. Over the past 5 years, 41% of the AS degrees offered at the college are computer science degrees.

Dr. Marshall added that there are only 5 associate degrees of science at the institution and is impressed with the steady enrollment outcomes. Faculty are continuously engaged in the program which has helped the consistency of enrollment.

Mr. Herbert acknowledged that there is a growing need for female students in the program and acknowledges that there is a need for female instructors in the program as well. The division is experiencing this in multiple disciplines and they are focused on access and equity to participate in the program.

The alignment with the accrediting model has helped to strengthen the school to career pipeline. The department's focus is to identify female faculty and students strengthening pipeline with K – 12 developing specific metrics and putting them in place to structure the metrics with outcomes for the recruitment arm of the program.

Mr. Herbert is retiring at the end of the year and Dr. Marshall expressed some concerns around finding his replacement and a chair considering the challenges with recruiting highly qualified faculty in this high demand field.

Dr. General asked if we know the degree to which he is retiring and asked if we have the leadership in place to build upon in Chuck's absence. Dr. Marshall shared that she is confident in the team that Ms. Norment has with Ms. Hearn and Mr. Hackett and other faculty. The department is currently searching for a new Computer Science faculty member to replace Professor Herbert.

Representative Cephas asked if we can get targeted enrollment information of where the programs are heading and the activities that are taking place to get them to the numbers that they are proposing to grow enrollment. The overarching goal was to identify how they are coming up with their goals for growth.

There was interest from the Board members to see metrics regarding the outcomes related to the discussed strategies to recruit female students and women as faculty members and what pipelines they will tap into. It was shared collectively that these would be great metrics to see.

Mr. Epps wanted to revisit the process question – adding the cross-college partnership/collaboration for the SOC meetings to ensure that we are efficiently utilizing our resources.

Ms. Townsend asked for a motion to approve computer information systems technology program AS degree – and Mr. Epps asked to approve the motion with a target for growth of 5% total enrollment growth for the institution and felt that this is a more conservative approach given the fact that this program is one of the top 5 programs for growth at the institution. It was shared that since this is the first program that the Board is approving this year, the recommendations should be thoughtful as they want to ensure that they are consistent in their diligence to approve programs and reasonable projected growth.

Action: The Committee unanimously approved the Computer Science program for 5 years and would like to review the enrollment growth and strategies over the next year to determine if the goal of 5% enrollment growth should be increased to 8%.

Rep Cephas asked how the growth rate is determined for this program – is it based on industry growth? or the College's goal over the next 5 years. The committee discussed institutional enrollment growth which hasn't been at 8% so why this amount for the program? We need to talk about how we are making these projections. It should be informed by institutional trends, department and community trends.

The committee then discussed in more detail the process of setting growth targets for

programs as well as the relationship between the program enrollment goals and the College's overall growth target.

Dr. Marshall shared that the Computer Information System and Computer Science departments are among the top 5 programs for enrollment in the Business & Technology Division. We need better information to balance our actions with our intention – better information about what's possible – talk about the full picture of program growth – to focus solely on one area without focusing on how these programs are integrated into the other areas in the College should play a role in this process. In addition, consideration should be given to the availability of college resources needed to intentionally grow programs such as marketing and facilities as well as the availability of qualified faculty in hard to hire disciplines.

Ms. Posoff shared that if we understood marketing's priorities, we could have a better understanding of the process to market our programs.

Mr. Epps shared that we should be doubling down on resources to satisfy the demand of employers.

Ms. Townsend shared that our Marketing Department promotes to bring people to the institution, not to specific programs – and Mr. Epps shared that we should be doubling down on marketing our top 5 programs.

Ms. Townsend said that the data will determine reality – affirmative or negative – we have a department that is struggling to find faculty – what does it take to make it grow?

Dr. Marshall shared that it will take a while to make this happen so we can see what is possible in terms of gathering the appropriate projection data.

Ms. Townsend shared that she is comfortable with the 8% growth because it is over 5 years and in addition, shared that the Committee should look at the nursing recommendations from last year as the best way to formulate the approach.

Mr. Epps shared that we lose company partnerships when we can't build capacity to support their company growth.

Ms. Townsend asked if there was any hesitancy in approving this program for the next 5 years at 5%.

Mr. Epps shared that given what was discussed about how programs are determining their enrollment growth targets, the Committee agreed to approve the computer science program at 5% over 5 years for now with the option to review and increase enrollment projections to 8% after consulting with institutional effectiveness and the marketing department to review the college-wide enrollment trends.

Ms. Townsend concluded that the Committee needs to acknowledge the gaps in their learning and understanding of these processes at the College and Mr. Epps acknowledged that we want to determine how efficient we are at enrollment growth against our peers.

Ms. Townsend asked for a motion to adjourn the meeting. It was stated that the Committee

needed to find a new regular time to meet. Ms. Townsend acknowledged that the Committee has historically met on the same day of the board meeting and a doodle poll would be forthcoming to determine when the SOC meetings will take place this year once Ms. Townsend and Dr. Marshall meet to discuss the meeting options.

Attachments:

Minutes of June 2, 2022

Computer Information Systems-Information Technology Academic Program Review

Computer Science Academic Program Review

Community College *of* Philadelphia

Academic Program Review: Automotive Technologies (AUTP), A.A.S.

Authors: Richard Saxton, Dr. Dawn Sinnott
Fall 2022

Executive Summary

A. Key Findings

Enrollment

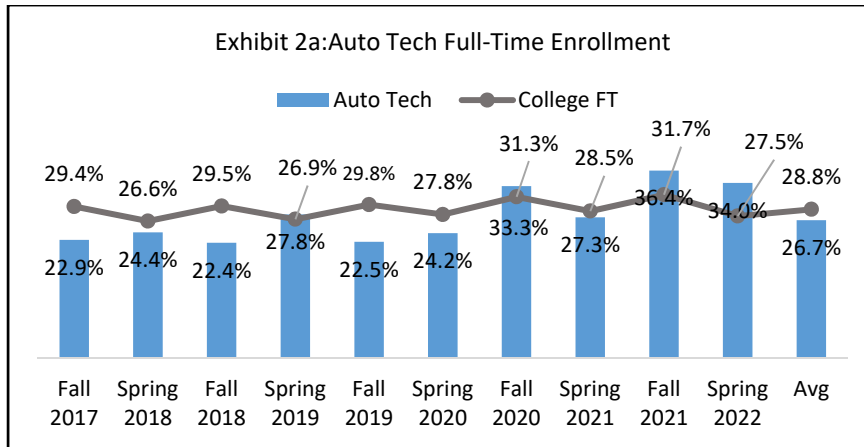
| Exhibit 1: College and Automotive Technology Enrollment | | | | | | | | | | | |
|---|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|---------|
| | Fall 2017 | Spring 2018 | Fall 2018 | Spring 2019 | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | Spring 2022 | Average |
| College-Wide | 17,296 | 16,503 | 16,671 | 15,544 | 15,996 | 14,789 | 13,673 | 12,195 | 11,647 | 10,431 | 14,474 |
| Automotive Technology | 83 | 78 | 85 | 79 | 71 | 62 | 45 | 44 | 55 | 53 | 66 |

1. Average enrollment in the Auto Technology (AT) Program between fall 2017 and spring 2022 was 66 students per semester, see Exhibit 1

2. Enrollment and Demographics

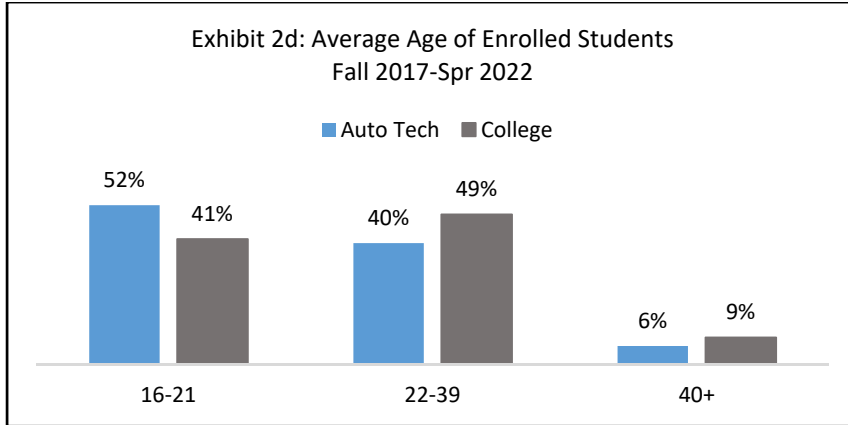
- a. Automotive Technology's average full-time enrollment (26.7%) is slightly lower than the college average (28.8%); see Exhibit 2a
- b. Enrollment by Gender within Race, see Exhibit 2b
 - On average, the AT program's distribution of gender and ethnicity indicates a higher percentage of Asian males (14.3%) than the College (4.6%)
 - On average, the AT program's distribution of gender and ethnicity indicates a higher percentage of Black males (31.3%) than the College (13.5%)
 - On average, the AT program's distribution of gender and ethnicity indicates a higher percentage of Hispanic males (20.5%) than the College (5.0%)
 - On average, the AT program's distribution of gender and ethnicity indicates a higher percentage of White males (13.1%) than the College (8.6%)
- c. According to auto mechanic demographics provided by ZIPPIA ¹, over 180,251 auto mechanics are currently employed in the United States. The AT program provides female students and Black students long-term professional career prospects and economic security at a higher rate than the national average. See Exhibit 2c
- d. On Average, AT students were more likely to be young, between 16 to 21 years of age, than the college-wide average; AT 52% and College 41%, see Exhibit 2d

¹ [Auto mechanic demographics and statistics in the US](#)



| Exhibit 2b: Gender and Ethnicity by Auto Tech Program Majors | | | | | | | | | | | | | |
|--|--------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|--------------|-----------------|-------|
| | | Fall 2017 | Spring 2018 | Fall 2018 | Spring 2019 | Fall 2019 | Spring 2020 | Fall 2020 | Spring 2021 | Fall 2021 | AUTP Average | College Average | |
| Asian | Female | 0.0% | 0.0% | 0.0% | 0.0% | 1.8% | 1.9% | 0.0% | 2.6% | 3.9% | 0.9% | 5.6% | |
| | Male | 14.3% | 8.0% | 11.8% | 13.2% | 10.7% | 11.5% | 17.5% | 28.9% | 21.6% | 14.3% | 4.6% | |
| Black | Female | 0.0% | 4.0% | 2.0% | 0.0% | 1.8% | 0.0% | 0.0% | 0.0% | 0.0% | 0.9% | 30.4% | |
| | Male | 33.3% | 36.0% | 33.3% | 34.0% | 28.6% | 26.9% | 30.0% | 31.6% | 31.4% | 31.3% | 13.5% | |
| Hispanic | Female | 0.0% | 4.0% | 0.0% | 1.9% | 7.1% | 5.8% | 7.5% | 5.3% | 0.0% | 4.2% | 10.4% | |
| | Male | 19.0% | 20.0% | 23.5% | 20.8% | 25.0% | 25.0% | 15.0% | 13.2% | 29.4% | 20.8% | 5.0% | |
| White | Female | 0.0% | 0.0% | 2.0% | 1.9% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.6% | 14.4% | |
| | Male | 19.0% | 12.0% | 11.8% | 13.2% | 12.5% | 17.3% | 12.5% | 7.9% | 5.9% | 13.1% | 8.6% | |
| | | | | | | | | | | | Total Female | 6.5% | 60.8% |
| | | | | | | | | | | | Total Male | 79.5% | 31.6% |

| Exhibit 2c: National Auto Mechanic Statistics by Race | | |
|---|-------------|--------------------|
| Auto Mechanic Race | Percentages | Automotive Program |
| White | 65.6% | 14.4% |
| Hispanic or Latino | 17.2% | 20.6% |
| Black or African American | 9.9% | 37.5% |
| Asian | 4.6% | 17.7% |
| Gender | | |
| Male | 96.4% | 79.5% |
| Female | 3.6% | 6.5% |

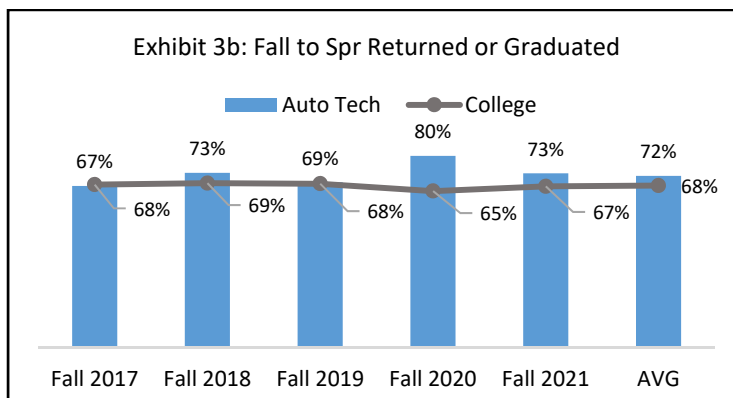


Retention – Returned or Graduated

3. Fall to Spring Retention

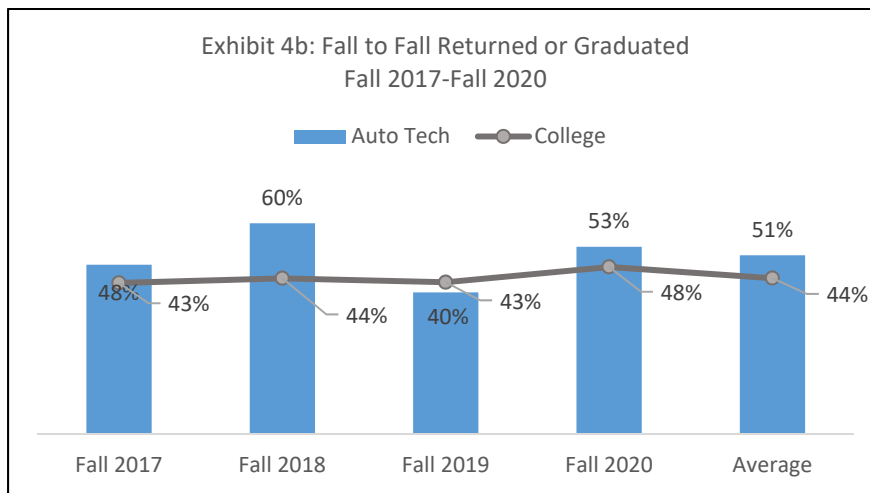
- a. Fall to Spring Retention between fall 2017 and fall 2020: The Automotive Technology program's fall to spring retention, Returned to Same Program, averaged 4 points higher than the College average, see Exhibit 3a
- b. Fall to Spring Retention: On average, 72% of AT students returned to the same program or graduated, while 68% of students College-wide returned to the same program or graduated, see Exhibit 3b

| Exhibit 3a: Fall to Spring Retention | | | | | | | |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------------|-----------------|
| Automotive Technology | Fall 2017 | Fall 2018 | Fall 2019 | Fall 2020 | Fall 2021 | Program Average | College Average |
| Headcount | 83 | 85 | 71 | 45 | 55 | 68 | 15,057 |
| Returned to Same Program | 64% | 71% | 69% | 73% | 69% | 69% | 65% |
| Returned to Different Program | 4% | 2% | 3% | 0% | 5% | 3% | 4% |
| Graduated | 4% | 2% | 0% | 7% | 4% | 3% | 3% |
| Did Not Persist | 29% | 25% | 28% | 20% | 22% | 25% | 28% |



4. Fall to Fall Retention between fall 2017 and fall 2020
 - a. Fall to Fall Retention between fall 2017 and fall 2020: The Automotive Technology program's fall to fall retention, Returned to the Same Program (38.9%) was slightly higher than the College average (34.2%), see Exhibit 4a
 - b. Fall to Fall Retention: On average, 51% of AT students returned to the same program or graduated, see Exhibit 4b

| Exhibit 4a: Fall to Fall Retention | | | | | | |
|------------------------------------|-----------|-----------|-----------|-----------|-----------------|-----------------|
| Automotive Technology | Fall 2017 | Fall 2018 | Fall 2019 | Fall 2020 | Program Average | College Average |
| Headcount | 83 | 85 | 62 | 45 | 69 | 15,909 |
| Returned to Same Program | 34.9% | 47.1% | 32.3% | 40.0% | 38.9% | 34.2% |
| Returned to Different Program | 3.6% | 7.1% | 1.6% | 2.2% | 4.0% | 7.2% |
| Graduated | 13.3% | 12.9% | 8.1% | 13.3% | 12.0% | 10.1% |
| Did Not Persist | 14.5% | 20.0% | 58.1% | 40.0% | 30.2% | 48.5% |



Academic Success and Graduation

5. Degrees Awarded
 - In Fall 2017, the Auto Tech-Auto Service Option was closed. The Automotive Technology Program absorbed all students and curricula.
 - A total of 56 degrees were awarded during the course of this program review

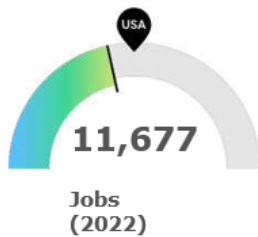
| Degrees Awarded | | | | | | | |
|----------------------------------|------|------|------|------|------|------|-------|
| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | Total |
| AAS College-Wide | 587 | 530 | 558 | 482 | 585 | 540 | 3,282 |
| Auto Tech-Auto Svc Tech Op | 9 | 12 | 8 | 2 | 2 | 1 | 34 |
| Automotive Technology | | | 1 | 4 | 5 | 12 | 22 |
| Total Automotive Degrees Awarded | 9 | 12 | 9 | 6 | 7 | 13 | 56 |

Workforce

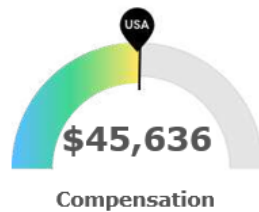
The following data was accessed through EMSI, a labor market advisor to leaders in higher education, business, and community development since 2001, searching the counties of Bucks, Delaware, Montgomery, and Philadelphia for employment in the following areas, Automotive Service Technicians and Mechanics (SOC 49-3023), Automotive Body and Related Repairers (SOC 49-3021), Mobile Heavy Equipment Mechanics (49-3042), Bus and Truck Mechanics and Diesel Engine Specialists (49-3031) Automotive Glass Installers and Repairers (49-3022) Tire Repairers and Changers (SOC 49-3093).

Regional employment is slightly lower than the National average for an area this size. An average area of this size typically has 14,391 employees, while there are 11,677 here in the Philadelphia area.

Average Job Posting Demand Over a Thin Supply of Regional Jobs



Your area is not a hotspot for this kind of job. The national average for an area this size is 14,391 employees, while there are 11,677 here.



Earnings are about average in your area. The national median salary for your occupations is \$45,444, compared to \$45,636 here.



Job posting activity is about average in your area. The national average for an area this size is 474|job postings/mo, while there are 488 here.

| EMSI Local Philadelphia Area Projections for the following counties: Bucks, Delaware, Montgomery, and Philadelphia | | | | | | |
|--|---|-----------|----------------------|-----------|------------------------|-----------------------------------|
| SOC | Description | 2027 Jobs | 2022 - 2027 % Change | 2022 Jobs | Median Annual Earnings | Typical Entry-Level Education |
| 49-3021 | Automotive Body and Related Repairers | 1,831 | (0%) | 1,833 | \$50,620.04 | High school diploma or equivalent |
| 49-3022 | Automotive Glass Installers and Repairers | 40 | 1% | 39 | \$34,557.13 | High school diploma or equivalent |
| 49-3023 | Automotive Service Technicians and Mechanics | 6,130 | (3%) | 6,292 | \$41,458.82 | Postsecondary nondegree award |
| 49-3031 | Bus and Truck Mechanics and Diesel Engine Specialists | 1,864 | 2% | 1,825 | \$51,169.53 | High school diploma or equivalent |
| 49-3042 | Mobile Heavy Equipment Mechanics, Except Engines | 1,380 | 1% | 1,361 | \$53,083.29 | High school diploma or equivalent |
| 49-3093 | Tire Repairers and Changers | 315 | (4%) | 327 | \$26,115.41 | High school diploma or equivalent |
| | | 11,559 | (1%) | 11,677 | | |

| Most Jobs are Found in the Automotive Repair and Maintenance Industry Sector | |
|--|-------|
| Automotive Repair and Maintenance | 37.8% |
| Automobile Dealers | 21.2% |
| Automotive Parts, Accessories, and Tire Stores | 4.5% |
| Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers | 4.2% |
| Local Government, Excluding Education and Hospitals | 3.8% |
| Machinery, Equipment, and Supplies Merchant Wholesalers | 3.6% |
| Other | 24.6% |

- **Regional Compensation Is the Same as National Compensation**

For the Automotive Technician occupations, the 2020 median wage in the Philadelphia area is \$45,636, while the national median wage is \$45,4444.

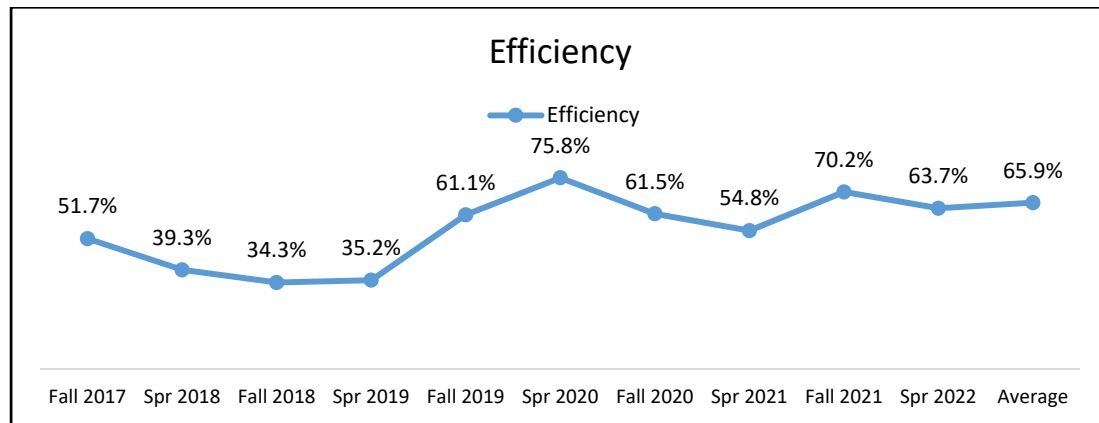
| Top Automotive Service Titles in the Philadelphia Area |
|--|
| • Automotive Technicians |
| • Auto Body Technicians |
| • Diesel Mechanics |
| • Autobody Paint Technicians |
| • Automotive Tire and Lube |
| • Diesel Mechanic Technicians |
| • Collision Body Technicians |
| • Automotive Service Advisors |

Section Operating Efficiency

Includes core courses: AT 100, AT 111, AT 131, AT 150, AT 181, AT 241, AT 250, AT 261, AT 271

Efficiency Quotient

The efficiency is a ratio that compares effective capacity, seats available per semester, and actual capacity, seats occupied. The following exhibit shows a 17.2% increase in course enrollment efficiency, which remained strong through COVID and the construction of the new facility in West Philadelphia.



Transfer

Although this is an A.A.S. workforce degree program, the automotive industry is on the cusp of an exciting new era. Today’s certified technicians are part of an innovative movement looking toward the future by understanding and diagnosing advanced technology in informational systems and electric vehicles. Students’ exposure to education and new employment opportunities is likely to encourage further exploration into various related career options provided by continued education.

| Departing Students who entered the College between 2016 and 2020 | | | | | |
|--|-----------|------------|------------------|------------|-----------------------------------|
| Exit Status | Transfer | | Did Not Transfer | | Total Count of Departing Students |
| | Count | Percent | Count | Percent | |
| Graduate | 0 | 0% | 24 | 100% | 24 |
| Earned 45 or more credits | 1 | 3% | 37 | 97% | 38 |
| Earned 23 to 44 credits | 3 | 12% | 22 | 88% | 25 |
| Earned 12 to 22 credits | 5 | 19% | 21 | 81% | 26 |
| Earned less than 12 credits | 10 | 13% | 68 | 87% | 78 |
| Grand Total | 19 | 10% | 172 | 90% | 191 |

Assessment

The Automotive Technology Program has four Program Learning Outcomes:

- Apply a basic foundation in theory, maintenance, diagnosis, and repair of automotive systems.
- Integrate and analyze online service data, written repair material, and technical service bulletins to repair and service a vehicle.
- Demonstrate proficiency in the use of specialized automotive service tools, electronic diagnostic equipment, and basic hand tools.
- Demonstrate ethical behavior, professionalism, and the ability to work as a team.

Automotive faculty routinely complete course learning assessments for every section of every course, compile the data every two years to track student PLO competency, and make suggestion changes based on results. The assessment cycle is in progress for 2022 and will be compiled and completed in December 2022.

The ASE-EF Education Foundation has also accredited the Automotive Department for over 20 years. The ASE Education Foundation is a non-profit organization that evaluates and accredits automotive technology education programs against standards developed by the automotive service industry. Accreditation requires following the ASE Seven Standards of Accreditation and the ASE 5-step accreditation process designed to evaluate a school's automotive service program—its structure, operations, resources, materials, and mission. The accreditation process follows a thorough review of the seven standards and offers accreditation to programs that meet the industry's instructional standards requirements.

B. Prior Audit

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

1. Identify factors influencing student attrition.

Many students appear to be leaving the program either 1) before they even complete a single Automotive Technology course or 2) once they have completed all Auto Tech courses but without completing their general education requirements. The program should investigate the actual timing and reasons for student departure. These factors should include: scheduling options and space availability; student course taking patterns (developmental students who have not taken an auto tech course, completion of general education requirements); and student intention to complete the degree upon entry.

Program Response:

After reviewing some of these issues, the department found the sequencing of courses was not clearly defined. Course sequences have been updated in the catalog to identify specific timing of courses not offered every semester. Other issues, such as scheduling options and space availability, will be resolved with the new CATC center and the possible addition of faculty. We have also added the Toyota TTEEN degree, which will help identify students who have specific intentions of completing the program with a degree within a full-time program sequence; the program is prescribed exactly and only runs with a full-time cohort design. One of the difficulties we are still having is reaching students before they start the program to review their schedule and discuss any concerns about their program. We have created a Fall 2022 new student orientation with the opening of the CATC building and will hold an event for students enrolled in the program but not currently taking classes in October of 2022.

2. Develop methods for improved student contact, particularly early in the program.

The program has developed strong recruitment techniques (with high schools, professional organizations, etc.), but many students who enter the program exit before interacting with Auto Tech faculty. Programs designed to connect with developmental students need to be crafted. Data from recommendation 2 should be utilized in these program management plans.

Program Response:

The Department has established strong bonds with the school district's automotive programs by attending multiple events, hosting automotive student days, providing training opportunities for faculty, and conducting summer camps for 7, 8 and 9th – grade students. Because we only see students once before they start their first class, we have attempted to reach out to all our students listed in the Automotive program during the registration process to help them make good choices.

3. Create a system to maintain contact with former students to gather data on employment, reasons for departure, and transfer.

Program Response:

The Automotive Technology programs are direct-to-work, making feedback from graduates vital to understanding the needs of current students. Although the program is an AAS degree, many students transfer; these students should also be followed to identify the degrees they pursued and the fields in which they are working. The program works well with its advisory committee on the field's current needs; this information would be an important supplement to that process.

We have an alumni group that has held a few events, but since Covid, we have not had much success connecting with our alums in person. We have recently asked graduates to come in and speak to our classes and will continue to add these events. We are planning to hold an alumni event this Fall (2022) that will introduce them to our new programs as well as let them see the new building.

C. Action Items

Enrollment and Demographics

1. Increase Enrollment as follows:

An aggressive enrollment growth cycle is anticipated through the new Career and Advance Technology Center (CATC), launched in fall 2022, providing the facilities and technology to support projections.

To support the goal of increasing enrollment, the Department will also implement outreach and recruitment strategies to attract, recruit, and enroll more female students and strengthen its retention and completion strategies to ensure all enrolled students complete a certificate or degree program. These efforts will be supported, in part, by partnering with the Institute for Women in Trades, Technology and Science (IWITTS) to develop solutions that include professional development, technical assistance, and outreach and marketing.

Projected enrollment growth is also subject to the availability of College resources, particularly in areas of recruitment, admissions, and support for faculty, material, and supplies, as needs develop.

| | Average (Benchmark) | Fall 2021 | Fall 2023 | Fall 2025 | Fall 2027 |
|--------------------------|---------------------|-----------|-----------------------|-----------------------|-----------------------|
| | | | Increase in Headcount | Increase in Headcount | Increase in Headcount |
| Headcount | 66 | 55 | 64 16% | 74 16% | 86 16% |
| Returned to Same Program | 39% | 40% | 31 44% | 42 45% | 58 45% |
| Graduated | 12% | 13% | 10 14% | 14 15% | 18 15% |

2. Program Growth

With the new Career and Advanced Technology Center (CATC) launch in Fall of 2022, the professional development needs of new and existing faculty are critical to increase program enrollment, improve retention, support program completion, and successful job placement of students.

Track and document the process to ensure optimal new and existing faculty engagement.

Person responsible: Department Head

Timeline: Fall 2022 through Fall 2025

3. Retention and Completion

As part of the NSF Grant's stated objectives, targeted and intrusive advising is integral to student retention and completion. Bring together Department, College, and IWITTS (The Institute for Women in Trades, Technology, and Science) to develop and deliver strategies to ensure women enroll in and complete automotive programs through:

- 1) Creation of an Outreach and Recruitment Plan for women;
- 2) Train and coach related staff on how to prepare and retain women in the automotive/truck program and;
- 3) Develop a customized job placement dashboard to track students' placement, with data for women.

Person responsible: Department Head

Timeline: Fall 2022 through Fall 2027

D. Narrative

A career as an automotive technician presents opportunities for students to engage their natural aptitude for STEM and problem-solving in a rewarding profession. This field constantly evolves with advancements in the engineering and technology that make new vehicles cutting edge. Automotive technicians are in high demand locally and nationwide; choosing this career path can open doors for professional growth and future opportunities.

The Automotive Technology Program is the only AAS program in the Greater Philadelphia metropolitan region (area includes Philadelphia, Camden, NJ, Wilmington, DE, and surrounding counties). In addition to providing progressive training, the program strives to support students in developing marketable skills, finding a career path in the transportation industry, and understanding the value of honesty and integrity to stand behind their work.

The ASE Education Foundation has accredited the Department for over 20 years. This non-profit organization evaluates and accredits automotive technology education programs against standards developed by the automotive service industry. In addition to following institutional guidelines for assessing the course and program learning outcomes, the Department adheres to the ASE Seven Standards of Accreditation and the ASE 5-step accreditation process designed to evaluate a school's automotive service program—its structure, operations, resources, materials, and mission.

Department faculty come from the Automotive Industry and are engaged in all aspects of the program and student success. In weekly meetings, faculty discuss new curriculum development, student concerns, grading, tools, vehicle problems, and items essential to a technical education program. As a result of a unified focus, the Department has made significant advancements during the past five years and looking forward to supporting student success and continued growth. Two notable recent accomplishments include:

- The Fall 2022 opening of the brand new Career and Technology Center (CATC) in West Philadelphia; it's equipped with some of the industry's most advanced technology, bringing training to the forefront of the college's urban neighborhoods. With a focus on career readiness, the CATC provides a platform for state-of-the-art teaching and learning in transportation technologies and supports program growth through:
 - Increased enrollment capacity in credit courses (projected increase from 61 students to 109 students)
 - Tripled square footage of auto technology space from 10,000 sq. ft. to 30,000 square feet
 - Expanded work-based learning training space for new manufacturer partnerships with a variety of companies and industry leaders
 - Increased number of service bays for automotive technology
 - Increased capacity for hands-on learning in connected and autonomous vehicles
- The Department was recently awarded \$546,538 in a competitive NSF Grant focusing on closing the gender gap for women in technology and implementing stronger retention and completion strategies. The Department will contract with The Institute for Women in Trades, Technology and Science (IWITTS) through grant support resources. IWITTS is the only national organization whose sole mission is to provide educators and employers with the tools they need to encourage women to enter and succeed in careers where they are underrepresented. Their proven philosophy is that "Educators know that learning requires information, hands-on experience, repetition, and practice for mastery. When these same concepts are applied to recruiting women and girls to technology and trade classes, then classes begin to fill with female students. Paradigm shifts require repeated

focus and attention".² The Department and College will work with IWITTS to develop and deliver strategies to ensure women complete the automotive and trucking programs through:

- Creating an Outreach and Recruitment Plan for women
- Training and coaching related staff on how to prepare and retain women in the automotive industry
- Development of a customized job placement data dashboard to track placement of all students, with data for women.

The future of the Automotive Technology Program at CCP is invaluable to the students, the College, and the Philadelphia Community.

² [Empowering Educators to Recruit and Retain Women in STEM and Career Technical Education](#)

Mid-Term Review

Culinary Arts AAS

Presented to Student Outcomes Committee

Prepared by Dr. Lynsey Madison

- I. Overview of Program
 - a. The Culinary Arts program has undergone significant changes in the past three years since the 2019-2020 Academic Program Review (APR). The original program revisions completed during the 2018-2019 academic year were not extensive enough. With the fallout from the COVID-19 global pandemic, gaps in skills needed for success in the culinary industry were identified. Additionally, the program, with guidance from the advisory committee and administration, opted out of maintaining accreditation by the American Culinary Federation. This allowed the program more academic freedom to modernize the curriculum and meet both the needs of our students and the industry.
- II. Overview of Dual Enrollment Opportunities
 - a. The program does not currently have any dual enrollment opportunities. However, there are articulation agreements for high school students completing a culinary CTE program. Students receive nine credits towards the Culinary Arts AAS degree. Philabundance Community Kitchen graduates also receive ten credits towards the Culinary Arts AAS degree.
- III. Outreach and enrollment
 - a. Enrollment increased by nearly five percent from spring 2019 to fall 2019 from 119 to 124. However, the following fall semester saw a thirty percent decrease in enrollment (thirteen graduates in 2020). That semester all culinary courses were online and students were not able to cook at all. Proposals to send items to students or provide an option for students to pick up were denied by administration due to concerns about equity for students who were housing insecure or may not have consistent access to a kitchen. Enrollment has continued to decline, albeit at a slower rate than the initial fall 2020 drop and is consistent with the enrollment decline across the College. Spring 2021 enrollment was 70 students (eleven graduates in 2021) and enrollment increased by ten percent for the fall 2021 semester (77 students).
 - b. While outreach has been a challenge over the past two years, the program continues to work with local high schools and workforce development programs. School visits began again in 2021-2022 with the department head, Dr. Lynsey Madison, and assistant professor Chef Andy Marin going to different high schools in the district to talk about the program and career options. Recruitment events

held in collaboration with the Business Leadership, Fashion, & Hospitality department were also held. Attendance at events has been varied for a multitude of reasons and the program, in conjunction with the department, continue to adjust strategies and approaches. A representative from the program also serves on the Gratz OAC committee. The program also works with Philadelphia Academies, PHLCVB – Diversity, Greater Philadelphia Hotel Association, Pennsylvania Restaurant & Lodging Association, and Skal Association. Current workforce development collaborations include Philabundance Community Kitchen (PCK), Careers through Culinary Arts Production (C-CAP), and Philadelphia Opportunities Industrialization Center (OIC).

IV. Lessons Learned

- a. Retention and completion have been a significant challenge for the program. The number of graduates has decreased by more than fifty percent since 2019. Changes in the programs vision, reduction of credits, and an emphasis on management skills should provide a solid foundation for growing the program back. Emphasis has been placed on quality assessment and consistent assessment across courses, regardless of who is teaching. The 2021-2022 curriculum revisions provide stronger guidance for assessment.
- b. Instructor quality is important in retention. Students who started their culinary foundational courses online in fall 2020 are significantly less developed in their skills and professional behavior in the kitchen. Instructors must reinforce behaviors and skills while continuing to incorporate additional skills.

V. Future Plans

- a. The program continues to focus on outreach and connecting with high schools in the area. On-campus visits both at CCP and on-site are planned throughout the 2022-2023 academic year with C-CAP, Youth Build Philadelphia, and Philabundance. These events are in addition to department events focused on student recruitment and retention.
- b. To increase retention, working with local associations to create mentoring opportunities and capitalizing on scholarship opportunities will be a key strategy.

Workforce Subcommittee Meeting

October 6, 2022

11:00am

Presiding: Ms. Sheila Ireland

Board Attendees: Ms. Ajeenah Amir, Mr. Patrick Clancy, Ms. Mindy Posoff, Ms. Chekemma Townsend

College Members and Guests: Donald Generals, Carol de Fries, Danielle Liautaud-Watkins, Hannah McGarry, Shannon Rooney, Franne McNeal, Elinor Haider, Dave Thomas, Gregory Mason, Michelle Talbert-Horsey, Larry Eichel, Jason Hatchidoria

1. Welcome and Approval of the Minutes of June 30, 2022

Ms. Ireland called the meeting to order at 11:07 am and welcomed everyone. The minutes of the June 30th, 2022 meeting were presented for approval, motion made by Ms. Posoff. The Workforce Subcommittee approved the June 30th, 2022 minutes.

2. Meet and Greet

Ms. Carol de Fries introduced the presentation on the new senior team for the Workforce and Economic Innovation Team. New senior WEI members introduced themselves and outlined the priorities for the upcoming year.

Gregory Mason – new AVP for Corporate Solutions

Greg started on 9/19/22. He has an extensive background in higher education and workforce. He considers himself a reformed anthropologist. He has served in colleges throughout the country. His start was as a traditional academic.

The priorities for the Corporate Solutions are to increase revenue through contract training and program development; improve enrollments for our open enrollment classes; expand employer partnerships for programs and apprenticeships; and developing a strategic plan for pursuing grants.

Sheila Ireland asked if the potential is there for our market to improve enrollments. Greg said that the potential is immense since we are in the age of skills. The department will be looking at what degree of market penetration we have first as we need a baseline before we can grow.

Sheila also asked what Greg thought the biggest obstacle was and how the Board of Trustees could help. Greg thought that awareness of what we can do is one of the biggest obstacles and the Board could assist by promoting our capabilities. He also indicated that the promotion of our capabilities needs to match our capacity to deliver.

Franne McNeal – new Executive Director of 10KSB

Franne let us know that the Goldman Saks 10KSB program, at CCP, was 10 years old and is on track to help 800 small businesses this year. Franne came to CCP from the 10KSB program in New York. She started at CCP in the 10KSB inaugural year, 2013, as a business advisor and was promoted to the Education Services Director, before being named the Executive Director. Currently, she is enrolled in a Doctorate program at Temple.

The priorities for the 10KSB program in the coming year focus on increasing partnerships for applicants and scholars; increase in alumni engagement; increase media stories for alumni; increase diversity of scholars; and increase partnerships with the PowerUP program.

There were a number of questions regarding the 10KSB program and how success is measured. Franne was able to say that the program has been able to market 2 huge success stories from cohort 1, even 10 years later. Amy Voloshin from Cohort 1 is one of 10KSB's top ten small business successes having quadrupled her revenue. Mike Brown, also from Cohort 1, has grown from one business to 7 businesses. The program monitors revenue and job growth at the 6, 18 and 30 month rates after completion. It also tries to measure community impact, which are published reports by Goldman Sachs for Ten Thousand Small Businesses Voices. Recently, the site is able to monitor diversity of the cohorts with an emphasis on supporting BIPOC small businesses entry into the 10KSB program. During COVID, the national program decreased the eligibility requirements to apply which allowed a greater number of BIPOC businesses to enter the program. We also have many businesses that come from PowerUp into the 10KSB program. 10KSB has partnered with Power UP on two recent initiatives and will continue to do more. Mindy Posoff requested that both programs keep Trustee members in mind for future engagement in the programs.

The Committee tabled the Meet and Greet for Michelle Talbert-Horsey, Director of Career Connection and Tiffany Spraggins, Director of PowerUP due to time constraints. They will present at a future meeting.

3. **Economic and Fiscal Future** – presented by PEW (Elinor Haider, Larry Eichel, and Jason Hatchidoria)

PEW presented the economic and fiscal future of the city. They opened by asking the Trustees to think about issues or questions that Pew can partner with us on and support. They said that there are key factors such as the fact that COVID disproportionately negatively impacted black, women, and low-wage workers. Meanwhile, pre-pandemic, middle wage jobs were already beginning to stagnate in Philadelphia, the distribution of employment was uneven, and affordable job access was starting to erode. And, now, there are changes to the workforce since COVID around the labor market due to remote work being introduced.

There are 71K job openings currently in the City. At least 30% of residents are saying that they are worse off financially than they were in the past; 54% saw a change in their employment status and 46% did not see a change at all. Regarding working remotely, 57% of college-educated workers were less likely to be in the office every day and one-third believe that we will never get back to a pre-COVID work situation.

Employment numbers for the country are almost back to pre-COVID; however the City lags behind with a 2% drop in the Philadelphia workforce; while it is 0% nationally.

Some good news is that although the population in the City declined, the percentage of residents, 25 +, without a Bachelor's Degree is steadily decreasing from 75% to 65%. As far as remote/hybrid work is concerned, the 10-city average occupancy rate is 47.3%. This was a study that looked at large employers in large office buildings. The percentage is slowly creeping up;

however, because this data comes from large employers in large office buildings this is just a small picture of the return to work rate. This is a threat on Philadelphia's future.

Mindy Posoff expressed that the piece of the puzzle that was missing is the leadership piece. She wanted to know if PEW looked at whose voices are leading the city. PEW said that lots of people are asking similar questions and they are starting to look at that and will be taking a leadership role in researching this topic.

Carol de Fries asked how PEW tracks ability to work in other locations (i.e. individuals who may choose to locate in Philadelphia and work remotely elsewhere). PEW replied that quality of life tells the story of how people want to be able to work in other locations if their job allows.

Sheila Ireland concluded this piece of the presentation by expressing that the information provided was very thought-provoking and she thanked the PEW staff for sharing their time with the group. PEW said that they will be rolling out their research priorities for next year very soon and again asked members to provide them with their ideas for consideration as they wanted to partner and help identify solutions.

4. **Adjournment** – Sheila Ireland adjourned the meeting at 12:30PM

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, October 6, 2022 –3:00 p.m.

Present: Mr. Epps, presiding; Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Patrick Clancy, Mr. Rob Dubow, Ms. Chekemma Fulmore-Townsend, Mr. Steve Herzog, Ms. Sheila Ireland, Mr. Tyrell McCoy, Ms. Rosalyn McPherson, Ms. Mindy Posoff, Ms. Dominique Ward, Dr. Donald Generals, Dr. Shannon Rooney, Ms. Josephine Di Gregorio, Dr. David Thomas, Ms. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Ms. Carol de Fries, Dr. Alycia Marshall, Ms. Victoria Zellers, Dr. Judith Gay, Dr. Ellyn Jo Waller, and Dr. Samuel Hirsch

(1) Meeting Called to Order

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

(2) Public Comment

There were no requests for Public Comment.

(3) Report of the President

(a) Middle States Update

Dr. Generals reported that we are on the “last leg” of the Middle States Self-Study. He stated that the preliminary visit is scheduled for Monday, November 14, 2022 when the chair of the Middle States Team will review the document. Dr. Generals stated that the final touches to the document will be done by the Marketing Department. Dr. Generals stated that the draft of the Self-Study will be ready at the beginning of the year. Dr. Generals stated that he will have the opportunity to review the list of the team members assigned for the visit to the College. Dr. Generals stated that Middle States wants to know that the Self-Study process was organic and “grass up.” Dr. Generals noted that the Board will receive a copy of the draft of the Middle States Self-Study Report.

Dr. Generals stated that a series of Town Halls have been scheduled to keep the College community updated on the Self-Study process. The first of the Town Halls is scheduled for October 12, 2022.

(b) Security Update

Dr. Generals stated that the issue of violence, especially gun violence, is on everybody’s mind. He stated that he wanted members of the Board to be informed of the things that the College is doing to prevent incidents from happening on campus. Dr. Generals stated that

safety on campus is a priority. Dr. General asked Randy Merced, Director of Security, to provide an update to the Board.

Mr. Merced discussed a number of safety measures that the College has implemented to provide a safe campus environment for faculty, staff, and students. He stated that he and the security staff provide active shooter preparedness training to all departments on campus and at the Regional Centers. Mr. Merced stated that the College has reactivated the bicycle patrol on campus as an additional safety measure. He stated that the College also has a mass communication system which informs faculty, staff, and students in case of an emergency on campus and at the Regional Centers. Mr. Merced stated that the College has an excellent relationship with the Police Department in the district, which is located near the College. He stated that he also consults with other higher education institutions in the area regarding best practices.

Mr. Epps questioned whether the College has considered installing metal detectors. Mr. Merced stated that, in the past, the College has discussed metal detectors, but to-date, no decision has been made.

(c) Enrollment

Dr. General stated that at this point, enrollment is up for the fall semester. He asked Dr. Rooney to provide an update on enrollment.

Dr. Rooney provided the following update:

- Headcount for fall is 11,744, which is up as compared to last year but down as compared to 13,526 in 2019;
- New students are up 3,389 as compared to 3,258 in 2019;
- New students and overall headcount are increasing. By way of example, head count was down 2.7% a month ago and 2.9% down in credit hours;
- Credit hours were down 2.9% a month ago. As of September 1, 2022, credit hours are up by 1%.

Dr. Rooney stated that the navigators, in partnership with advising and the counseling departments, are responsible for the increase in enrollment.

Dr. General stated that there are over 600 current Catto students for fall. The College is still enrolling students. He stated the enrollment for Catto is 100 more students than projected.

Ms. Fulmore-Townsend asked that based on the numbers discussed by Dr. Rooney, is the College on track to meeting the long-term goal in 2025? Dr. General's stated that the goal is to get back to our pre-pandemic numbers.

Regarding the Made in America outcomes, Dr. Rooney stated that the College received positive outcomes. She stated that 4000 giveaways were distributed during the concert, and the admission staff and van were present the entire concert weekend. The College had a promotion asking students to register early for classes which would give them an opportunity to win tickets to the concert. Dr. Rooney stated that 317 students completed the dedicated MIA form to enter into the drawing for tickets. Of those students, we were able to verify that more than 85 enrolled between the giveaway dates (August 8-26), the date of the first email, and the registration and payment deadline to enter the contest. These 85 students accounted for more than 255 credit hours amounting to more than \$147,645 in tuition and fees. Dr. Rooney stated that proceeds for the College's parking garage used by concert attendees totaled \$10,000.

Regarding CampusWorks, Dr. Rooney stated that she and Michael Soileau are meeting with Campus Works staff regarding the branding campaign. She stated that CampusWorks has created concepts that they would like to share. Dr. Rooney stated that she is planning to share those concepts with the Cabinet. Dr. Rooney stated that she is also planning to hold student focus groups to get feedback from students.

At the request of Dr. General's, Dr. Marshall provided a list of activities associated with retention and completion. She stated that the College is providing opportunities for students to persevere and be engaged on campus. Dr. Marshall stated that a Health Care Pathway welcome back event was held in September for Health Care students to meet and chat with each other and faculty. Dr. Marshall stated that 50% of the faculty are working with the early alert system, monitoring and working with students, and intervening to address student needs. Dr. Marshall stated that the Title III Grant supports pathways initiatives with opportunities for student success and retention. She stated that a core team of faculty are engaged in high impact practices for students and are providing low cost textbooks and materials. Dr. Marshall stated the faculty are also working on implementing new pedagogical approaches to help students.

(d) Board of Trustees Retreat

Dr. General's stated that in preparation for the strategic planning session scheduled for December 1, 2022, he asked members of the Board to forward thoughts/ideas that they would like to see addressed at the Board Retreat.

(e) Foundation Report

At the request of Dr. General's, Dr. Zanjani called attention to the Record of Grants and Gifts in the Board materials. She stated that for public and governmental funding, over \$6

million was received since July 1, 2022. She stated that new since the last report is \$75,000 for a National Science Foundation (NSF) pass-through with Pasadena City College grant for the Micro Nano Technology Education Center. Dr. Zanjani stated that since July 1, 2022, \$1.3 million in funding was received through private fundraising initiatives, including:

- An additional gift of \$17,500 for Captain Matt LeTourneau Memorial Foundation Scholarship;
- \$250,000 from Urban Research Park LLC to provide scholarships to students enrolled at the CATC; and
- \$50,000 in support of emergency funds and the Snack Rack/Food Pantry.

Dr. Zanjani stated that on October 27, 2022, at 6:00 p.m., the Foundation is hosting *A Conversation with Author Diane Davis* in the Library and Learning Commons. Diane Davis will join us for a book reading and special conversation about her memoir, *Tragic Victory: Learning to Navigate Life in Tough Times*, that explores the journey of grief.

Dr. Zanjani stated that the Capital Campaign Feasibility Study continues. Dr. Armistead, campaign consultant, made a presentation at the September Foundation Board meeting during which focused on the requested topic of roles and responsibilities for the College Trustees, Foundation Directors, and College staff will play in the campaign. Dr. Zanjani stated that the Foundation Directors requested that the next conversation focus on being trained to ask for the campaign and ready to go ask and solicit. Dr. Zanjani stated that the Directors agreed to have special training led by Dr. Armistead on November 9, 2022, 4:00 p.m. – 7:00 p.m., in the Isadore A. Shrager Boardroom. Dr. Zanjani stated that staff are preparing initial collateral materials, including the master case statement, and the volunteer guidebook.

At the request of Dr. Zanjani, Dr. Waller stated that the Annual Campaign has begun. She stated that members of the Board will be asked to make their annual gift, and support for the Black and Gold Gala. Dr. Waller stated that as in the past, she and Michael Soileau will be reporting giving percentages of both Boards in future meetings. Dr. Waller encouraged the directors and trustees to give and get by making a personal gift to the Foundation and making an introduction, a connection, and a solicitation to support the needs of the College. Dr. Waller encouraged members of the Board to make their Black and Gold Gala contribution early.

Dr. Waller stated that the 2023 Black and Gold Gala is scheduled for Wednesday, June 7, 2023, at Vie. She stated nominations have been received for the awards that will be presented during the 2023 Black and Gold Gala. She stated that she will inform the Board of the recipients once they are finalized. Dr. Waller encouraged everyone to continue making connections to facilitate additional support. She thanked the Board for supporting academic and student success.

(f) November 2, 2022 Presentation by Scott Van Pelt

Dr. Generals reminded members of the Board that Scott Van Pelt, co-author of *The Great Upheaval: Higher Education's Past, Present, and Uncertain Future* is scheduled to make a presentation to the Board on Wednesday, November 2, 2022 at 6:00 p.m. The session will be held in the Pavilion Klein Cube, Room P2-3 and will be hybrid.

(g) Latine Activities

Dr. Generals reported that September 15 through October 15 is Latine Heritage Month. He stated that the College held a number of activities, including the Latine Fireside Chat, and the Latine Heritage Month Luncheon on September 21, 2022. The keynote speaker, Maria Hinojosa, an award-winning journalist, was outstanding. Dr. Generals stated that there is also a Latine Month Art Show containing art by staff members Gilberto Gonzalez and Luis Suave Gonzalez.

(h) National Study of Learning, Voting and Engagement (NSLVE) Campus Report

Dr. Generals called attention to the *National Study of Learning, Voting and Engagement (NSLVE) Campus Report*. He stated that the College's voting rates are among the highest in community colleges across the nation.

(4) Policy Working Group

(a) Resolution – Discontinuance of Policies

Ms. Posoff stated that the College's Policy on College Policies #319 states that the College's Policies are to be reviewed and either (1) reissued; (2) revised; and (3) discontinued no later than once every seven years. Ms. Posoff stated that a College policy may be discontinued upon approval by the Board of Trustees.

Ms. Posoff stated that in the course of the policy review process, the College's President and Cabinet have identified the following policies which are being recommended to the Board for discontinuance:

Policy No. 105, Robert S. King Scholarship for High School Students be discontinued because the Robert S. King Scholarship has been discontinued;

Policy 252, Disclosure of Faculty Addresses and Phone numbers be discontinued because the topic is addressed in the *Employee Handbook*;

Policy 301, Central Duplicating and Reproduction Services be discontinued because it is more of a guideline/procedure document rather than a policy and provides guidelines for using Business Services and changes from time to time; and

Policy 318, Mandatory COVID-19 Vaccination and Testing Policy be discontinued because the City is no longer enforcing the vaccine mandate for non-residential colleges.

Mr. Bradley moved, with Mr. Clancy seconding, that the Board approve the discontinuance of the policies. The motion carried unanimously.

(5) Business Affairs Committee

At the request of Mr. Epps, Mr. Epen reported that the Business Affairs Committee met on September 21, 2022.

Mr. Epen stated that the Business Affairs Committee discussed and approved two items, namely the CBI Heat Pump Replacement and the Renewal of Contract with Cozen O'Connor Public Strategies. He stated that both items are part of the Consent Agenda.

Mr. Epen stated that the Committee reviewed and discussed the 3-year Capital Plan. He stated that the 3-year Capital Plan is for fiscal years 2023 through 2025 which amounted to \$20.3 million. The primary sources of funds were from the Maintenance Fund and reimbursement from RACP (Redevelopment Assistance Capital Program) and the Uses of Funds were primarily for maintenance and renovation projects such as the roof replacement, HVAC-related work, and replacement of the Gym floor. Mr. Epen stated that the 3-year Capital Plan included identification of projects by building, the estimated cost and the implementation by each of the fiscal years.

Mr. Epen stated that the Business Affairs Committee received a briefing on the Guaranteed Energy Savings Act (GESA) that provides educational entities to hire an Energy Service Company that will come in and perform an investment grade energy audit and will then design, acquire, install and train staff on new equipment that the College can use for energy consumption, energy reduction, and state-of-the-art equipment.

(6) Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on September 22, 2022.

Ms. Fulmore-Townsend stated the Committee reviewed and discussed the Computer Information Systems-Information Technology Program review and the Computer Science Academic Program review. She stated that both programs have demonstrated quality, strong performance, and outcomes. Ms. Fulmore-Townsend stated that the Committee accepted the program reviews and recommended renewal of the programs for five years. Ms. Fulmore-

Townsend stated that both program reviews are part of the Consent Agenda for Board approval.

Ms. Fulmore-Townsend stated that the Committee raised a number of questions related to data to understand enrollment, programs, and marketing. Ms. Fulmore-Townsend stated that Dr. Marshall will help and make some suggestions to think about.

(7) Audit Committee

Mr. Eapen reported that the Audit Committee met on Monday, September 26, 2022. Grant Thornton, the College's external auditors, presented the results of the 2021-2022 Annual Audit. Mr. Eapen stated that the College received a clean audit report. The auditors found no audit findings or questioned costs. Mr. Eapen stated that the College has received a clean audit report for well over a decade.

After discussion, Ms. Fulmore-Townsend moved, with Mr. Dubow seconding, that the Board approve the 2021-2022 Fiscal Year Audit. The motion carried unanimously.

(8) Workforce Subcommittee

Ms. Ireland reported that the Workforce and Economic Innovation Division (WEI) provided a summer update regarding their work since the last meeting of the Workforce Subcommittee. She stated that the update focused on WEI strategic priorities:

- New partnership with the U.S. Navy Pipeline regarding the College's 300-hour welding program to incorporate more maritime welding skills into the curriculum;
- New partnership with the School District of Philadelphia Summer Career Readiness Soft Skills (CRS) Pre-apprenticeship program with 9 students in grades 10-12 across numerous schools;
- Continuing partnership with Amazon on their Career Choice Program; and
- Summary of workforce grants awarded to the College.

Ms. Ireland reported that the Workforce Subcommittee met earlier in the day. She stated that the Subcommittee was introduced to the WEI senior team—Greg Mason, Associate Vice President, Workforce and Economic Innovation; Frances McNeal, Executive Director, 10 KSB; Tiffany Spraggins, Director, Power Up Your Business; and Michele Talbert Horsey, Director, Career Connections. Ms. Ireland stated that the team made a presentation of their 2022-2023 priorities.

Ms. Ireland stated that the Workforce Subcommittee was provided with a presentation from Pew Charitable Trusts' Philadelphia Research and Policy Initiative on the economic and fiscal future of the City.

(9) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions, Meeting of September 1, 2022
- (b) Gifts and Grants
- (c) CBI Heat Pump Replacement
- (d) Renewal of Contract with Cozen O'Connor Public Strategies
- (e) Computer Information Systems-Information Technology Program Review
- (f) Computer Science Academic Program Review

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

(10) Report of the Chair

Mr. Epps encouraged members of the Board to attend the Board meetings in person rather than through Zoom. He stated that he would like to schedule some of the Board meetings at the Regional Centers.

(a) President's Compensation

At the request of Mr. Epps, Ms. Ireland stated that in accordance with the President's Employment Agreement, the Executive Committee of the Board of Trustees requests the Board of Trustees to approve the compensation and bonus recommended by the Executive Committee of the Board for President Generals based on the performance evaluation conducted by the Executive Committee. She so moved, with Mr. Dubow seconding. The motion carried unanimously.

(b) Resolutions for Emerita/us Status

Mr. Epps presented a Resolution (see **Attachment A**) for Emerita/us Status for Dr. Samuel Hirsch, former Vice President for Academic and Student Success. He stated that Dr. Hirsch has had a distinguished career at the College since 1977 in various positions including the Vice President for Academic and Student Success. Based on his contributions to the College, Mr. Epps asked for a motion to grant Dr. Hirsch Emeritus status.

Mr. Clancy moved, with Ms. Ireland seconding, that the Board approve the Resolution awarding Emeritus status to Dr. Samuel Hirsch. The motion carried unanimously. Mr. Epps congratulated Dr. Hirsch.

Dr. Hirsch extended his appreciation for this honor. He stated that he appreciated the support of the Board of Trustees, Dr. Generals, and colleagues.

Mr. Epps stated that in 2021 the Board approved a policy for awarding emerita or emeritus status to former Board members for extensive and exemplary service to the Board and the College. The recommendation must come from the Executive Committee within one year of the trustee stepping down.

Mr. Epps stated that the Executive Committee is recommending Emerita status for Lydia Hernández Vélez. Mr. Epps stated that Lydia stepped down from the Board in June 2022. She meets the criteria for this honor for reasons including:

- She served on the board for 13 years;
- She served as vice chair of the Board;
- She chaired multiple committees; and
- She was an advocate for quality education and student success.

Mr. Epps asked for a motion to award Emerita status to Lydia Hernández Vélez.

Ms. McPherson moved, with Mr. Clancy seconding, that the Board approve the awarding of Emerita status to Lydia Hernández Vélez. The motion carried unanimously.

Mr. Epps stated that the Executive Committee is also recommending Emeritus status for Representative James Roebuck Jr. Representative Roebuck stepped down from the Board in June 2022. He meets the criteria for this honor for reasons including:

- He was a board member for 29 years;
- He served as vice chair of the Board;
- He served on multiple committees; and
- He was an advocate for quality education and student success.

Mr. Epps asked for a motion to award Emeritus status to Representative James Roebuck, Jr.

Ms. Fulmore-Townsend moved, with Ms. Posoff seconding, that the Board approve the awarding of Emeritus status to Representative James Roebuck, Jr. The motion carried unanimously.

(c) Programmatic Participation

Mr. Epps stated that he was hoping to get back to pre-covid demographics and aligning our resources to the places that are anchors for growth. Mr. Epps challenged the Board of Trustees to visit the Regional Centers.

(d) Board Retreat, December 1, 2022

Mr. Epps stated that the Board of Trustees Retreat is scheduled for Thursday, December 1, 2022, 12:00 noon – 5:30 p.m. in the Pavilion Klein Cube. A reception for Jeremiah White and Emerita/us Trustees, Lydia Hernández Vélez and Representative James Roebuck, Jr., will follow the Retreat.

(11) Old Business

There was no old business discussed.

(12) New Business

There was no new business discussed.

(13) Next Meeting

Mr. Epps stated that the next meeting of the Board of Trustees is scheduled for Thursday, November 3, 2022 at 3:00 p.m. in the Pavilion Klein Cube, Room P2-3. The meeting is hybrid. Mr. Epps reminded members of the Board that the November Board meeting is a Committee of the Whole. Mr. Epps reminded the Board of the Wednesday, November 2, 2022 session with Scott Van Pelt, co-author of *The Great Upheaval: Higher Education's Past, Present, and Uncertain Future*.

At this point in the meeting, the Board convened in Executive Session for an update on legal matters. The Board will not return following the Executive Session.

The meeting adjourned at 4:35 p.m.

Resolution of Appreciation

Community College of Philadelphia Philadelphia, Pennsylvania

This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on October 6, 2022.

WHEREAS, in recognition of distinguished service to Community College of Philadelphia and the broader community, the College wishes to honor Dr. Samuel Hirsch, former Vice President of Academic and Student Success;

WHEREAS, Dr. Hirsch joined the College in 1977 and has served the College in several roles for more than 40 years including: as the Supervisor for the College’s Tutoring Program in the Learning Lab; Assistant Coordinator, Learning Lab; Coordinator, Learning Lab; Associate Professor, Learning Lab; Acting Dean, Educational Support Services; Dean of Education Support Services; and then joined the President’s Cabinet as the Vice President of Student Affairs from 2006-2015; and then finally served as the Vice President of Academic and Student Success for seven years from 2015 through 2022;

WHEREAS, Dr. Hirsch has been instrumental in starting numerous programs, initiatives, and centers to foster student success including but not limited to the Predominantly Black Institutions Grant/Center for Male Engagement, the Women’s Outreach and Advocacy Center, the Center on Disability, the LGBTQ Center, the Re-Entry/I Am More Program, Single Stop, TRIO Student Support Services, TRIO Upward Bound and many more;

WHEREAS, Dr. Hirsch has been an integral part of the College’s Collective Bargaining team on several occasions and was responsible for reaching an agreement for the College’s creation of the full-time Diversity Fellowship program;

WHEREAS, Dr. Hirsch provided critical leadership for the College’s transition to the Guided Pathways model, the creation of the College’s Academic Advising Department, and the implementation of the Starfish system to guide students to timely completion of their degrees and ensure student success;

WHEREAS, Dr. Hirsch has worked on countless articulation agreements with four-year colleges and universities to ensure seamless admission and transfer opportunities for the College’s students;

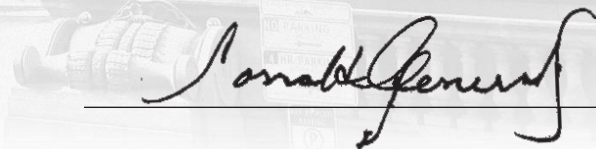
WHEREAS, Dr. Hirsch has provided strategic input and leadership through the College’s Middle States Accreditation processes; AND

WHEREAS, Dr. Hirsch served the Greater Philadelphia area through his leadership on the Boards of Horizon House, the Wanamaker organization, and Young Playwrights; and has served as a member of the PA State Grant Advisory Committee;

BE IT RESOLVED that the President and Board of Trustees extend their deepest appreciation to Dr. Samuel Hirsch for his dedication and exemplary service to Community College of Philadelphia, to the City of Philadelphia and to the surrounding communities;

BE IT FURTHER RESOLVED that in honor of Dr. Hirsch’s significant contributions during his 43 plus years of service at Community College of Philadelphia, the Board of Trustees of Community College of Philadelphia bestows the title of Vice President Emeritus to include all rights and perquisites thereunto.

Community
College
of Philadelphia



Harold T. Epps

Harold T. Epps, Chair

Donald Guy Generals, Ed.D., President

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, October 6, 2022 –3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Epps, presiding; Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Patrick Clancy, Mr. Rob Dubow, Ms. Chekemma Fulmore-Townsend, Mr. Steve Herzog, Ms. Sheila Ireland, Mr. Tyrell McCoy, Ms. Rosalyn McPherson, Ms. Mindy Posoff, Ms. Dominique Ward, Dr. Donald Generals, Dr. Shannon Rooney, Ms. Josephine Di Gregorio, Dr. David Thomas, Ms. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Ms. Carol de Fries, Dr. Alycia Marshall, Ms. Victoria Zellers, Dr. Judith Gay, Dr. Ellyn Jo Waller, and Dr. Samuel Hirsch

(1) Meeting Called to Order

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

(2) Public Comment

There were no requests for Public Comment.

(3) Report of the President

(a) Middle States Update

The Board was provided with an update of the Middle States Self-Study. The preliminary visit by chair of the Middle States Team is scheduled for Monday, November 14, 2022.

(b) Security Update

The Board was provided with an update on initiatives that the College has implemented to provide a safe campus environment for faculty, staff, and students.

(c) Enrollment

The Board was provided with an update on the status of enrollment for the fall semester.

The Board was provided with an update of the outcomes from the Made in America concert.

The Board was provided with a list of activities associated with retention and completion.

(d) Board of Trustees Retreat

The Board of Trustees Retreat is scheduled for December 1, 2022. Dr. Generals asked members of the Board to forward thoughts/ideas that they would like to see addressed at the Board Retreat.

(e) Foundation Report

The Board was provided with an update on the following:

- Public and governmental funding as well as funds received through private fundraising initiatives;
- Additional gifts received for student scholarships, emergency funds, and Snack Rack/Food Pantry;
- A book reading by author Diane Davis scheduled for October 27, 2022;
- Campaign consultant, Pendleton Armistead, is scheduled to provide training to Foundation Directors on November 9, 2022 – 4:00 p.m. – 7:00 p.m. in the Isadore A. Shrager Boardroom; and
- The annual campaign has begun. Trustees were encouraged to make their annual gift and support the Black and Gold Gala, which is scheduled for Wednesday, June 7, 2022 at Vie.

(f) November 2, 2022 Presentation by Scott Van Pelt

Scott Van Pelt, co-author of *The Great Upheaval: Higher Education's Past, Present, and Uncertain Future* is scheduled to make a presentation to the Board on Wednesday, November 2, 2022 at 6:00 p.m.

(g) Latine Activities

The Board was informed regarding a number of activities held by the College for Latine Heritage Month.

(h) National Study of Learning, Voting and Engagement (NSLVE) Campus Report

The National Study of Learning, Voting and Engagement (NSLVE) Campus Report was shared with the Board. The College's voting rates are among the highest in community colleges across the nation.

(4) Policy Working Group

(a) Resolution – Discontinuance of Policies

The Board approved the discontinuance of College Policies No. 105, 252, 301, and 318.

(5) Business Affairs Committee

The Business Affairs Committee met on September 21, 2022. The Committee discussed and approved two items, namely the CBI Heat Pump Replacement and the Renewal of Contract with Cozen O'Connor Public Strategies, which are part of the Consent Agenda. The Committee also discussed the 3-year Capital Plan, and received a briefing on the Guaranteed Energy Savings Act (GESA).

(6) Student Outcomes Committee

The Student Outcomes Committee met on September 22, 2022. The Committee accepted and approved the Computer Information Systems-Information Technology Program review and the Computer Science Academic Program review, and recommended renewal of the programs for five years. Both program reviews are part of the Consent Agenda for Board approval.

(7) Audit Committee

The Board approved the 2021-2022 Fiscal Year Audit.

(8) Workforce Subcommittee

The Board was provided with an update of the Workforce and Economic Innovation Division. The update focused on WEI strategic priorities.

The Subcommittee met earlier in the day and was introduced to the WEI senior staff. Members of the team made a presentation of their 2022-2023 priorities. The Workforce Subcommittee was also provided with a presentation from Pew Charitable Trusts' Philadelphia Research and Policy Initiative on the economic and fiscal future of the City.

(9) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions, Meeting of September 1, 2022
- (b) Gifts and Grants
- (c) CBI Heat Pump Replacement
- (d) Renewal of Contract with Cozen O'Connor Public Strategies
- (e) Computer Information Systems-Information Technology Program Review
- (f) Computer Science Academic Program Review

(10) Report of the Chair

Members of the Board were encouraged to attend the Board meetings in person rather than through Zoom.

(a) President's Compensation

The Board approved the compensation and bonus recommended by the Executive Committee of the Board for President Generals based on the performance evaluation conducted by the Executive Committee.

(b) Resolutions for Emerita/us Status

The Board approved a Resolution awarding Emeritus status to Dr. Samuel Hirsch, former Vice President for Academic and Student Success.

The Board approved the awarding of Emerita status to Lydia Hernández Vélez.

The Board approved the awarding of Emeritus status to Representative James Roebuck, Jr.

(c) Programmatic Participation

The Board encouraged members of the Board to visit the Regional Centers.

(d) Board Retreat, December 1, 2022

The Board of Trustees Retreat is scheduled for Thursday, December 1, 2022, 12:00 noon – 5:30 p.m. in the Pavilion Klein Cube. A reception for Jeremiah White and Emerita/us Trustees, Lydia Hernández Vélez and Representative James Roebuck, Jr., will follow the Retreat.

(11) Old Business

There was no old business discussed.

(12) New Business

There was no new business discussed.

(13) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, November 3, 2022 at 3:00 p.m. in the Pavilion Klein Cube, Room P2-3. The meeting is hybrid.

Members of the Board were reminded that the November Board meeting is a Committee of the Whole. Board members were also reminded of the Wednesday, November 2, 2022 session with Scott Van Pelt, co-author of *The Great Upheaval: Higher Education's Past, Present, and Uncertain Future*.

At this point in the meeting, the Board convened in Executive Session for an update on legal matters. The Board will not return following the Executive Session.

The meeting adjourned at 4:35 p.m.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts FY23
November 3, 2022 Meeting of the Board of Trustees**

Summary by Source:

| | FY 2023 | | FY 2022 | FY2023 and FY2022 |
|--------------------|--------------------|--|--|-------------------------|
| Held by College | 9/16/22 - 10/15/22 | Fiscal Year To Date 7/1/22 - 10/15/22 | Fiscal Year To Date 7/1/21 - 10/15/21 | Variance 7/1 - 10/15 |
| Federal | \$ 449,561 | \$ 6,890,342 | \$ 4,494,531 | \$ 2,395,811 |
| State | \$ - | \$ 46,851 | \$ - | \$ 46,851 |
| Local | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 449,561 | \$ 6,937,193 | \$ 4,494,531 | \$ 2,442,662 |
| Held by Foundation | 9/16/22 - 10/15/22 | Fiscal Year To Date 7/1/22 - 10/15/22 | Fiscal Year To Date 7/1/21 - 10/15/21 | Variance 7/1 - 10/15 |
| Corporation | \$ - | \$ 349,500 | \$ 116,660 | \$ 232,840 |
| Foundation | \$ 4,504 | \$ 846,041 | \$ 1,038,994 | \$ (192,953) |
| Individual | \$ 5,211 | \$ 83,584 | \$ 196,586 | \$ (113,001) |
| Organization | \$ 5,702 | \$ 61,232 | \$ 20,340 | \$ 40,892 |
| Total | \$ 15,417 | \$ 1,340,357 | \$ 1,372,579 | \$ (32,223) |
| TOTAL | \$ 464,978 | \$ 8,277,550 | \$ 5,867,110 | \$ 2,410,439 |

**PUBLIC GRANTS SUMMARY
Since Meeting of October 6, 2022**

U.S. Department of Education awarded \$449,561 to fund year 3 of 5 for the Transforming the Student Experience: Holistic Student Supports project. The grant period is 10/1/2022 to 9/30/2023.

2022 Fall Events

November

Student Resource Fair

November 1 | at 11 a.m. | Bonnell Lobby

Students will learn about the numerous resources available on campus to support their educational journey

Social Justice Reform Workshop with Arnett Woodall

November 1 | at 1 p.m. | Winnet, S2-03

Hosted by *I am More*

Automotive Technology Program Open House

November 3 | at 10 a.m. | Career & Advanced Technology Center

Event for School District of Philadelphia Students

Express Enrollment Day

November 3 | at 9 a.m. | Bonnell Lobby

Hosted by the Office of Admissions encouraging new enrollments for the Spring Semester

10KSB Alumni Networking Reception

November 3 | at 5:30 p.m. | Library and Learning Commons

Voter Education Workshops

November 7 | at 9 a.m. | The Great Hall

Catto "Inspire" Series Workshop

Hosted by the Octavious Catto Program

November 7 | at 4 p.m. | Klein Cube

Monthly workshop designed to inspire & motivate studnets. Various Panels and speakers.

Election Day - Day of Service

November 8

Pizza with the President

November 9 | at 12 p.m. | Winnet, Lobby

Artist in Residency Masterclass

November 10 | at 10 a.m. | Rotunda

Ruth Naomi Floyd will present a music masterclass to high school students interested in the music program at CCP

2022 Fall Events

Iron Lion Chef's Competition – Dine, Delight, & Decide the Winner!

November 10 | at 11 a.m. | Klein Cube

Hold your place at the table to dine, delight and judge our first Iron Lion Chef's Competition. Hosted by the Culinary Arts & Tourism Hospitality Management Program

WURD Radio Live Broadcast

November 10 | at 1 p.m. | Bonnell Lobby

Andrea Lawful Sanders Show hosted live at CCP

Starting the Conversation: Sex and Sexuality

November 10 | at 2 p.m. | Klein Cube

Veteran's Day Ceremony

November 11 | at 10 a.m. | Bonnell Lobby

Art Department Ceramics Sale

November 17 | at 9 a.m. | Bonnell Lobby

Enjoy fine works of art from students and faculty on sale just in time for the holidays.

Thanks for Giving Student Luncheon

November 17 | at 12 p.m. | Great Hall

Counselors Open House

November 18 | at 9 a.m. | Career & Advanced Technology Center

Event for School District of Philadelphia Counselor to showcase the new CATC

Dream Big Dinner

November 28 | at 5 p.m. | Klein Cube

Reception for international students in the American success program

2022 Fall Events

December

De-stress Fest

It's finals season...relax, meditate, study, and thrive!

Express Enrollment Day

December 1 | at 9 a.m. | Pavilion Building

Hosted by the Office of Admissions encouraging new enrollments for the Spring Semester

Fall Internship Fair

December 1 | at 9 a.m. | Bonnell Lobby

Hosted by the Office of Career Connections

Creative Writing Public Reading

December 9 | at 12 p.m. | Klein Cube

Hosted by the faculty and students of the English Department

Middle States Town Hall Meeting

December 6 | at 11 a.m. | Winnet, S2-03

Holiday Hangout

December 14 | at 11 a.m. | Library and Learning Commons

Hosted by the Office of the President. College wide holiday event recognizing employees with 20, 30, 40 years of service

Happy Holidays!

*Calendar current as of 10/28/2022, Events subject to change