

Meeting of the Board of Trustees-Thursday, January 5, 2023-3:00 p.m. Northeast Regional Center, 12901
Townsend Road, Room 124 Community Room/Hybrid

AGENDA

(1) Meeting Called to Order

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

- Continue to update the Board on the Middle States Self-Study and the November 14, 2022 Preliminary Visit by the Chair of the Middle States Visiting Team
- Follow up - December 1, 2022 Board Retreat
- Ensuring that Board members are familiar with College locations

(2) Public Comment

(3) Report of the President

- (a) Middle States Update
- (b) Enrollment Update
 - Northeast Regional Center Demographics
 - Northeast Regional Center Programs
- (c) Board Retreat
- (d) PA Society
- (e) Faculty and Staff Service Recognition
- (f) Foundation Report (Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller)

(4) Student Outcomes Committee, November 3, 2022

11.3.22 Minutes of the Student Outcomes Committee.pdf 3

(5) Workforce Subcommittee, November 3, 2022

11.3.22 Minutes Workforce Subcommittee (Committee of the Whole) 12

(6) Business Affairs Committee, November 3, 2022

11.3.22 Minutes of the Business Affairs Committee (Committee of the Whole) 17

(7) Report of the Executive Committee, December 19, 2022

12.19.22 Minutes of the Executive Committee.pdf 37

- (a) Recommended Trustee Procedures: Nomination and Election of Community College of Philadelphia Board Elected Officers (A)

Attachment A.pdf

(b) Revised Policy 212, Community College of Philadelphia Conflict of Interest Policy, and Board of Trustees Conflict of Interest Policy (A)

Attachment B.pdf

(c) Update on Purchase of 4701 Chestnut Street Property

(8) Consent Agenda

(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of November 3, 2022

11.3.22 BoardProceedings.pdf

11.3.22Minutes of Decisions and Resolutions.pdf

(b) Gifts and Grants

Record of Grants & Gifts (1.05.23).pdf

(9) Report of the Chair

(a) Tour of Northeast Regional Center

(b) Board Retreat, December 1, 2022

(c) Recognition Reception of December 1, 2022

(d) Capital Campaign

(e) Legislative Summit

(10) Old Business

(11) New Business

(12) Next Meeting: Thursday, February 2, 2023, 3:00 p.m. Pavilion Klein Cube, Room P2-3/Hybrid

Committee Meetings

Business Affairs Wednesday, January 18, 2023 – 9:00 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

Workforce Subcommittee Friday, January 20, 2023 – 10:00 a.m.
Isadore A. Shrager Boardroom - M2-1/Hybrid

Upcoming Events

Professional Development Week January 9-11, 2023

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

Middle States Visiting Team March 19-22, 2023

Calendar of Events.pdf

(13) Executive Session

The Board of Trustees will convene in Executive Session for an update on real estate & legal matters. The Board will not return following the Executive Session.

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

MINUTES

Thursday, November 3, 2022

1:00 p.m.

Zoom/Hybrid

Presiding: Ms. Chekemma Fulmore-Townsend

Committee

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

Board

Participants: Mr. Harold Epps, Mr. Michael Soileau

College

Members: Dr. Generals, Dr. Lipscomb, Dr. Marshall, Dr. Thomas, Dr. Shannon, Ms. De Fries, Ms. Witherspoon

Guests: Dr. Seth Jacobson, Dr. Darren Lipscomb, Mr. Derrick Perkins

(I) Public Session

(a) Introductions:

Ms. Chekemma Fulmore-Townsend welcomed Dr. Seth Jacobson as the new Executive Director of Catto Scholarship at the college. She thanked the committee for their patience and understanding during the last few months as she and Dr. Marshall collaborated to create a smooth process going forward.

The focus for this Student Outcomes Committee meeting today is to discuss updates from different aspects of the college, including the ongoing enrollment process. Dr. Marshall and Dr. Rooney have been working together to integrate the information so they can be in sync. In addition, updates within the Catto Scholarship department and CME/I Am More initiatives will be heard.

It was also noted that the November 2nd “Dinner and Presentation” was a great opportunity to discuss what materials were read and how the team felt about serving CCP students.

(b) Approval of the Minutes of October 20, 2022

The minutes were approved unanimously.

(c) Catto Scholarship Update

Dr. Seth Jacobson, Executive Director, Catto Scholarship, introduced himself giving the committee a quick overview. He thanked Dr. April Voltz, Dr. Thomas and the rest of the team for being so helpful as he has been transitioning into this role. He was born and raised in Philadelphia and is a very proud West Philadelphia native. He attended schools through the School District of Philadelphia and became an alum of Creative and Performing Arts High School. Seth's professional career has been focused on higher education. He worked for Governor Tom Wolf for a few years as an advisor for post-secondary higher education and Deputy Policy Director of Education.

Dr. Jacobson gave a quick overview of the Octavius Catto Scholarship. He stated that the scholarship is an anti-poverty initiative that is in partnership with the City of Philadelphia. To kick off the scholarship, the city committed \$47.4 million over an initial five-year plan. The scholarship is designed to address the obstacles and the burdens that too often prevents Philadelphians, especially those living in poverty, from attaining a post-secondary degree or credential. The scholarship is very resourceful and provides the city with several supports.

One of the supports mentioned is Last Dollar Funding at CCP. Throughout the last three years, Last Dollar Funding has aided in keeping students from paying tuition and other related fees. Each scholar is assigned a Success Coach that is proactively engaging and checking in with those students at least twice a month to offer individualized supports and guidance. The scholars have access to enhanced academic advising, financial aid counseling, and career coaching, as well as, basic needs navigation support. The scholarship provides scholars with a monthly financial stipend to help them pay for the cost of books, food, and transportation.

Initially, to become a Catto scholar, residents in Philadelphia must be a first-time, full-time student at CCP. Recently, the program has expanded eligibility to include transfer students that have earned a total of 30 credits or less at another college or university, or a former CCP student who is returning to college after not taking classes for at least one year. Potential scholars must be residents of Philadelphia for at least 12 months. Additionally, they must have a high school diploma or GED and meet our income eligibility requirement which is an EFC or estimated family contribution of \$8000 or less.

As part of the initial plan, the goal was to enroll 4,500 scholars within four years. The first cohort of scholars was accepted in the Spring of 2021. The enrollment targets this year were to bring in 500 new scholars this fall semester and 200 new scholars this spring semester.

Currently, there are 973 Catto scholars. The program recently expanded eligibility to include transfer students and re-admits. A breakdown of the enrollment is that the majority of the scholars are first-time, full-time students, 85 percent are transfers and 35 percent are re-admitting.

Based on the demographic breakdown of the Catto scholars, the average Catto scholar has higher financial need than the average non-Catto scholar at CCP which holds true for all race and ethnicity subgroups. The majority of our Catto scholars are Black and Hispanic females, followed by Black males. The Average age of the Catto scholar is 22.

The enrollment target to bring in 500 students for this semester was exceeded. The College was able to bring in 603 total scholars. It was noted, that Central and Northeast High School have been the top feeder schools. Retention goals were based on the retention rates of the student cohorts that started at CCP in the spring and fall of 2016. The goal was to retain our scholars at a 15% higher rate than the 2016 cohorts.

The first cohort, of scholars had a 71% persistence rate through Fall 2021; 49% persistence through Spring 2022; and 39% of those scholars from that first cohort are now enrolled in courses here at CCP. Currently, retention is exceeding both our baseline and our goals.

Regarding academic status and majors, there are 15 total majors and programs of study that our scholars represent. The top Catto majors are, Healthcare Studies, followed by Business and Computer Information Systems/Computer Information Technology.

Approximately 62% of the scholars are considered Catto Highfliers. These are from the first three cohorts because highfliers are assessed based on how they did in their previous semester. There are 57 scholars who have honors with distinction, 91 scholars have earned honors, and 84 scholars are considered Catto Rising Stars. Those scholars that are Rising Stars, those that have earned honors or honors with distinction are our "Highflyers". Those definitions are based on Scholars' GPA. Honors with Distinction – 4.0 or higher GPA; Earned Honors – 3.2-3.00 GPA; Rising Stars 2.5 – 3.19 GPA.

Six scholars have graduated from CCP. They were able to do so quickly, largely due to Dual Enrollment.

The Catto team has reached out to the six graduates and plan to stay in contact. One of our scholar alums is working full-time as a teaching assistant at the English Language Arts Department at Philadelphia's Sankofa Freedom Charter School, and another one of our Catto scholars is currently pursuing their bachelor's degree at Penn State. It was shared that one Catto scholar is having a hard time with financial aid at

the 4-year institution. However, the scholar shared that the credit load that he grew accustomed to as a Catto scholar has really prepared him for the expectations and the workload that he's undertaking at Penn State.

As more graduates are anticipated, the Catto team is actively developing strategies for supporting them post-graduation. The team is dedicated to the identification and development of strategies, programs, and services that will be able to be provided to our scholars once they leave from CCP.

The Catto team members has grown with the number of scholars, to ensure that they are able to provide all the high-quality work and services needed. Currently, there are 20 full-time staff members dedicated to the Catto scholarship. The division is actively hiring additional Success Coaches to keep the caseload ratios low. Also, the plan is to hire an additional Financial Aid Specialist and Data analyst to provide more support to the scholarship as it grows in numbers.

Mr. Clancy asked about the best way to connect high schools that are interested in having their students apply for the Catto scholarship. It was noted that there is a team specifically for that. They are called "Catto Navigators". Their role is to work with our counterparts and our colleagues in Enrollment Management and Admissions to actively participate in outreach to our schools and our community-based organizations throughout the region to make sure others are familiar with the Catto scholarship.

There is no separate application for Catto. An interested student would apply to CCP, and the team of Navigators and the Data Analyst are able to identify all the students at CCP who meet the eligibility criteria to qualify for the scholarship. The team will do outreach to students informing the students of the opportunity to be a scholar. If a student is interested in the Catto scholarship, logging onto the CCP Admissions webpage would be best. The Catto branding is visible on the site and there is a form to express general interest.

Mr. Epps was concerned that the \$8,000 threshold was too low for eligibility requirements of the program. Dr. Thomas explained how this number was decided. The conversations, in partnership with the City, were started in 2019. While in the initial stages of designing the scholarship, the EFC from other cities that were doing this work were examined. The states of New York and Tennessee were looked at as models.

CCP data was examined based on the number of students that will fall within that category and past cohorts. The information was shared with the City. The City had a target of how much money needed to be spent. From there, there was a need to begin whittling down. Now that they are seeing the outcomes, the conversations are that maybe we need to expand. It was agreed that with more resources, better outcomes will come forth.

Mr. Soileau asked how are we performing against the total number that we should have in the program? Dr. Thomas answered by explaining that there is an estimated amount of money that would be needed by each scholar based off EFC. Thus far, even in the areas that have been under enrolled in every cohort, we have been underspent in those areas, due to having fewer students.

He furthered, there were some changes in Pell eligibility in the amount that was awarded to students. It was reported that they spent less dollars per pupil in The Last Dollar Scholarship. This was somewhat of good trend when one looks at Federal Aid. There are more students than was initially intended.

The basic needs stipend has pretty much been the same. Every student gets \$1,500 per semester, \$3,000 a year. So, that's a direct correlation to how many students you have. It was stated that that number will be exceeded this year. Operationally, they were understaffed, where this year they will be fully staffed.

The caseload ratio for student/staff could be around 125 students give or take. They have been ramping up and hiring this semester for more staff so that the current case managers are not overloaded. The Associate Director has a cohort of students and our Navigators also have small cohorts of students just to ease that number on our Coaches.

There were discussions about retention improvement. It was noted that the team is exceeding goals for the second and third semester and that they are outpacing the baselines. It was felt that the Catto scholarship has been adapting and evolving and honing their abilities and approaches to their work with the scholars and our students.

Dr. Thomas spoke to the question about offering assistance once students move to a four-year college. They have two dedicated Career Connections Specialists that work with the students in that transition. The Student Success Navigators work with students throughout all the transition periods. They are with them in the transition from semester to semester, year to year and from graduation to wherever they're going whether it be a four-year college or a career.

Mr. Epps asked about whether students will get the same wraparound type of support with the articulation agreements at the four-year institutions. It seems the support would not only come from the institution, but more often would come from the academic program or wherever the student's major might be connected to. As an example, CCP students who are Trio Upward Bound at the four-year institutions will receive student support services there through those programs, which is going to provide those same set of wraparound services.

Ms. Fulmore-Townsend informed the committee that Dr. Marshall and Dr. Rooney are working more closely together so that the committee can begin to have a better sense of the impacts of the enrollment direction but also, where we are excelling at

the program level and where we are struggling, so that we can have some of those conversations. She asked that as they are in the process of building the connective tissue between those two places, to share if there are questions, because it will help them to target how they're moving forward.

(d) Enrollment Update

Dr. Lipscomb shared with the committee an update on enrollment. He reported that currently there are 11,665 students total. This number is about .1% down over year last year. There is a trend where continuing student numbers are down and the numbers for new students are up. For new students, we're about close to 23% up, which puts us at about 3,344. These figures are below what was reported in 2019 (pre-pandemic) and up for both 2021 and 2020.

From a continuing student perspective, we want to continue work on building retention and how we support the student experience so that our retention numbers do improve. Currently, we're 7.1% down in retention. The figure is approximately 8,300 students compared to last year which was about 9,000.

By race, we are always seeing an influx in African American students at about 4%. Among the Hispanic population of students, we're seeing an increase of 7%. And, among Native American/Alaskan Native students, an increase in 10% was seen. We are seeing a decrease, however, among our white students, about 11.6%. For clarity, the actual numbers are for 2021, there were 2,704 white students and for this year the total is 2,393. For African American students last year's total was 4,883 and 5,093 currently. For students that identify as Hispanic, last year's number was 1,978 and we are currently at 2,118.

This trend is being monitored because during the pandemic, a decrease in enrollment among our students of color was observed. We have been able to provide some in person supports which may have lent itself to why we've seen this influx; particularly among our incoming students. The goal is to get a better understanding of what is being seen so that we can prepare for the winter and for the spring.

Aligned with the influx of incoming students, among the graduating high school population (17 to 20-year old's), there is an increase of 8.5%. Another increase was noted among students that are 41 and up; a 6.3% increase. Among our students that are 21 to 40, however, there is a 5% decline in enrollment.

Another item that is being monitored, which is key to what is being experienced in the economy, is that students who are closer to the adult learner population, are going out into the workforce rather than coming to school.

From a gender standpoint, it is noted that there are some changes regarding trends. For female students, a decline of about 2% was observed. However, there was an

increase of male students was approximately 3.7%. These trends will be monitored, and updates will be provided.

In general, other notable trends that we're seeing are a one-point increase in withdrawals. The increase may be a result of the impact of some of our efforts. We are looking at full-time and part-time ratios, as there are slightly more full-time students who are attending the institution overall. There is a 1.8% increase in full-time students this year versus what was seen last year.

A question was posed as to how we are handling the issue of the gender binary categorization. It was reported that conversations are taking place which involve Leila Lawrence, who oversees the DEI efforts at the College. The discussion involves getting best practices, recommendations and external compliance in terms of what categories we should begin to include in data collection.

(e) Center for Male Engagement/I Am More Update

Mr. Perkins primed the committee for an update on data regarding the CME expansion as well as I Am More. He felt something that has been particularly interesting when looking at CME is that different trends are seen regarding other populations in terms of returning students. Regarding Black males, there are more returning students than new students. This trend is about the work that the staff has been doing which consists of manual work and reaching out to our students.

To note, the CME has been taking advantage of discretionary funds that the College has been giving. They have been using that as an opportunity to pay off outstanding debts for students. This took place last Spring and Fall, allowing students the opportunities to return to College. It was noted that funding from Dr. Generals and Board was appreciated and helped to support the work of CME. Also communicated was that a notice was received from that the United States Department of Education with an additional \$600,000 to support this work.

The only difference with the Federal funding is now one of the caveats is that they changed how we can use those funds. Before, we thought we could use that funding to provide direct service to our students in terms of emergencies, college tours, engagement incentives, etc. They are no longer able to use those funds for that particular purpose. What CME now needs to do is expand the services to support more Black males here at the institution. It was noted that with Dr. Marshall's support and leadership, they have begun to move forward those efforts.

In alignment with the College's DEI Strategic Plan and Sixth DEI Pillar, the Division of Academic and Student Success is recruiting 12 faculty to become Academic Equity Coaches. In this capacity, they will work within and across departments to implement proven interventions and strategies to improve the access, retention, and passing rates of male students of color in selected courses for Spring 2023.

Now, through VI funding, they will be able to provide these faculty with extended time to be able to roll out those interventions for Spring. The Center's grant is a five-year grant that will continue to build capacity within the academic departments to do this work, but also address different classes and equity gaps with our programs.

Also related to CME's work with retention, they are now in conversations with three HBCUs to expand articulation agreements. A meeting was had with Delaware State University as well as a Morris Brown College where both were very interested in expanding this work. Conversations have also been started with Morehouse using it as an opportunity to expand articulation agreements and to gain exposure for our students to other colleges, particularly HBCUs. The Center has seen an increase in the past year since they started the expansion. Right now, they have a little over a 10% increase from the previous year.

Regarding the I Am More program; the Center has noted growth for more female enrollees. It was reported that females represent 13 out of 27 students that are currently enrolled. They are partnering with several different external partnerships to expand services. To reiterate, the female population, particularly within the matrix system, is having a heavy stream of students.

We are partnering with Amazon and we're providing one, three-credit course for students that had no customer service experience. The idea is that those students will participate in this course, which is aligned with our public speaking program. Upon completing the course, they will then be enrolled in I Am More program. The Center is using this model as a pilot to see the success of it and then possibly expand the work.

In relation to Academic Pathways Expansion for I Am More, there is work on a pilot program for currently incarcerated individuals to offer English classes. Additionally, they are working with Penn State's Restorative Justice Initiative and Terrell Bagby, Deputy Commission of Prisons, who have collaborated to provide post-secondary options for incarcerated students.

Recently, there was an opportunity to present at the Association Community College Trustees conference in New York. Mr. Perkins was asked to speak on a panel to discuss the work that we have and the outcomes. There is now a white paper that was released by the ACC team. The I Am More program is recognized within that white paper. There was a presentation on the Center's social justice work as well as our equity work at the conference. Through that, Mr. Perkins reported that they established several different partnerships while at the conference. One of the partnerships happen to be with Septa.

Regarding the partnership with Septa, Mr. Epps had the opinion that there is an opportunity to monetize our partnerships. With that, he felt that we have not been getting a fair market value of what we're bringing to the table. As a reminder, going forward, it was felt that as we go after partnerships, we make sure that we have

evaluated all of the value that we are bringing, and all the value that they are going to get so that it is a balanced.

It was reported that CME/I Am More provides comprehensive internship opportunities, specifically for those students. Conversations were had about expanding the variety of internship opportunities to increase the level of exposure students have to more fields. The Center also has a partnership with Amazon who adopted their model. Currently, the Center has two students who are interning with Amazon.

In terms of one of their strategies, they work in providing the students with the holistic support as well as their academic credential or pursuing their degree in addition to expungement and record cleaning. To note, they have already held a clinic in July where there were 133 individuals who participated. The next clinic is scheduled for April 2023. The goal is to give students a second chance and expand the clinic. This is particularly for those students who have done everything that was expected of them to do, and because of their past records, they still are not eligible for employment. The goal is to navigate students into getting records expunged which provides the Center with a holistic wraparound support approach. The work involves removing the barriers for students to be employed so they can continue to become active members in society.

(f) New Business

There was no new business.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for January 19, 2023 at 10:00 a.m.

Attachments:

Minutes of October 20, 2022

**Workforce Subcommittee Meeting
(Committee of the Whole)**

November 3, 2022
11:00am

Presiding: Ms. Sheila Ireland

Board of Trustee Attendees: Ms. Mindy Posoff, Mr. Harold Epps, Ms. Ajeenah Amir, Ms. Chekemma Fulmore-Townsend, Mr. Steve Herzog, Mr. Jeremiah White, Mr. Patrick Clancy

College Members: Carol de Fries, Michelle Talbert-Horsey, Tiffany Spraggins, Karen Rege, Mellissia Zanjani, David Thomas, Franne McNeal, Shannon Rooney, Danielle Liautaud-Watkins, Hannah McGarry

1. Welcome, Introductions and Approval of the October 6, 2022 meeting minutes

Ms. Ireland called the meeting to order at 11:05. She welcomed everyone and reviewed the meeting agenda. The minutes of the October 6th, 2022 meeting were presented for approval. The Workforce Subcommittee unanimously approved the minutes from the October 6th meeting

2. Meet the WEI Senior Team and 22/23 Priorities – Part II

Carol de Fries introduced two new members of the WEI senior team from Power Up Your Business and Career Connections.

- a. Tiffany Spraggins – Director of Power Up Your Business – started in May of 2022. Tiffany gave an introduction of herself and included her background working at The Enterprise Center for 11 years where she supported over 500 businesses. She is a graduate of CCP in communications and theater, then went to Temple and received her Masters from Thomas Jefferson University.

She provided an overview of her priorities for the coming year:

- i. Drive programmatic growth through strategic partnerships, particularly be working with local CDCs and Chambers and our City government. Tiffany reviewed the requirements for business to participate: at least 1 FT employee, business must be in Philadelphia, have a commercial activities license, letter of support, and not more than \$1M in revenue. Power Up wants to create a one-stop shop for small businesses to create a streamline of supportive services for them.
- ii. Develop a robust Alumni Program for Peer-Based Learning. - We have over 400 businesses that we have served. Our Peer Based Learning program is a 12-week program. It is now a hybrid model since COVID.
- iii. Further enhance the Power Up Program Service Delivery Model to engage new audiences in the Philadelphia marketplace. We have secured funding from Santander Bank and AT&T and have successfully implemented our Global series in multiple languages (3 cohorts in Spanish). The goal is to offer our curriculum in Mandarin. Also, we will offer industry best practices and do a deep dive into

specific industry of businesses (i.e. child care, micro manufacturing, ecommerce, etc.)

- iv. Cultivate diverse funding relationships with the support of CCP's Institutional Advancement Office for program expansion. Power Up is always looking for funding opportunities that support their mission and enable us to support specific activities that increase access to support. Tiffany will be looking at enhancements to the program by offering access to capital for small businesses and help them submit their applications for the program. For example, Power UP and 10KSB partnered with Comcast Rise. The 10KSB and Power UP graduates were awarded \$110K in financial support grants.

Harold Epps asked about the duration of the program, which is a total of 36 hours over 12 weeks; the program is a primer and operational stabilizer for small businesses. We run the program three times a year, twice in person and one virtual cohort. They meet once a week. They receive a certificate of completion, plus up to 10 hours of coaching for a year, plus they will have a tactical business improvement plan that they have developed. Participants are now counted in non-credit enrollments. Everyone is the system and gets a CCP ID.

Mindy Posoff expressed enthusiasm over the collaboration between 10KSB and Power Up as well as the global series. Sheila Ireland asked whether non-profits are excluded or if there is an opportunity there. Carol de Fries responded that 10KSB does allow non-profits into their program depending on if they have revenue producing aspects of their business. Power Up has also supported some non-profit membership organizations. We can support them in our existing programs. There are opportunities for them.

Board members expressed an interest in getting a list of Power Up and 10KSB businesses to support. Harold Epps suggested we considering including the 10KSB and Power Up vendors/businesses be on our website. Carol de Fries indicated she would check with General Counsel as our anti-solicitation policy at CCP may need to be addressed.

Board member Ajeenah Amir asked whether we track our support of immigrant owned businesses. Carol de Fries responded that we do have many immigrant-owned businesses and our Power Up Global Series is also designed to support this population. She also mentioned that we work with 60-80 organizations in spreading the word about our program and getting a diverse mix of businesses for every cohort.

- b. Michelle Talbert-Horsey is the new Director of Career Connections and she has over 23 years of experience in Higher Education based in student success. She is a Licensed Counselor and proud 2-year college alumna from a community college in Maryland. She also outlined her priorities for the coming year, which include:
 - i. Aligning experiential learning opportunities with each CCP pathway.
 - ii. Career connections will be hosting an internship fair on 12/1/22, which is the first since 18/19.

- iii. Programming credit union space - In September, Career Connections moved into the Bonnell building, where PSECU used to be, in order to have greater direct connections with students looking to enhance their relationship with Career Connections.
- iv. Enhancing employer relations - In December we have employers coming to Career Connections to train staff on what they are looking for in LinkedIn and resume reviews. The Career Connections staff will learn how to help students with a LinkedIn account.
- v. We are also enhancing and promoting the Career Boutique for students. Career Connections is working with Fashion Department to enhance the Career Connections boutique as part of their program, which gives them experience building a pop-up retail shop. This boutique gives students appropriate clothing on site for interviews.

Ajeenah Amir asked when the internship fair will take place, which will be on 12/1/22 from 11-3. Chekemma Fulmore Townsend asked what is the seamless way that Board Members can share job openings with CCP students? Carol de Fries and Michelle Talbert Horsey answered that the College uses Handshake as our job board. Board members can send an email to Michelle to post job openings, but they can also create their own account and update with ongoing listings.

3. Update on Education Design Lab Initiative/Citizens College Growth Engine Fund – Dr. Karen Rege

Carol provided the context of this presentation being timely based on the presentation by Dr. Van Pelt the night before to the board about the future of education and designing education matched with digital badges, micro-pathways, and creating more shorter-term programs. The College has been partnered with the Education Design Lab in creating exactly this kind of program structure at the College. Dr. Karen Rege made the presentation on our work to date, which is an update from the presentation made last year when we had just been selected to participate. CCP was chosen for Cohort 2 of this project

Harold Epps asked what were the circumstances that we were chosen. Carol de Fries mentioned that she had some conversations with Citizens Bank on how they could support the community colleges, which resulted in their partnership with EDL and supporting Bunker Hill and CCP in their main market areas.

The program provides a design consultant to craft programs that are shorter term, flexible and portable pathways to getting affordable wages. We are creating Micro-pathways, which include technical skills and 21st century skills, that can be obtained in less than a year, flexible format, are affordable and digitally discoverable. Individuals would earn a micro-credential, and may include on the job training piece. To identify our pathways, we engaged the Federal Reserve Philadelphia to provide regional labor data. Project started last Fall at CCP.

Harold Epps asked how we chose the employers for this project. Part of this was contingent upon the curriculum we chose and we used employers that we have relationships with, but also new relationships that came from One Ten and Citizens who helped us source employers.

Karen described that the benefits to the students is that they will acquire skills that employers want, it involves a shorter time to get into the work field, and they will have wrap-around services. The employers have influence on curriculum and will have a pipeline to diverse workers. The college benefits by being able to connect with new employers and we will increase our enrollment. Employers involved include Merck, Citizens Bank, Weber Box and Display, Gillette/P&G, Delval, SEPMA, Polyscience, Airline Hydraulics. Chekemma Fulmore Townsend asked why there were such different industries represented. These employers represent the two industry areas we have created the pathways, which were Technology and Advanced Manufacturing employers.

Patrick Clancy asked if any employers committed to hiring students? Karen responded that as of right now, we are talking to employers about their commitment to hiring. Their commitment right now is to inform the curriculum and structure. Our goal is for them to be embedded in the process going forward.

Karen Rege reviewed the Computer User Support Specialist pathway, which shows average wages, which are from local data and validated through EMSI for Philadelphia. Patrick also asked what the entrance requirement is for this pathway. Karen Rege responded that for this pathway, it is designed to support individuals who are at the lower level and adding in English and Math, so that it will help them get into the upper level courses. 8th grade requirement for entrance.

Sheila Ireland noted that we are up against competition in this arena. What is the advantage that CCP provides that other organizations do not? Karen Rege responded that the connections to the pathways, and next level credentials at CCP, are the benefit. Students can get prior learning benefit.

Kare reported that the College is completing the journey mapping of the learner and all of the pieces along the way. We are trying to improve the processes for the students and remove any barriers, such as transportation and seeing if we can paying for it; also help navigating from non-credit to credit.

Karen Rege also outlined the Electro-mechanical technician pathway, which currently has two options: Option 1 segments out a pre-apprenticeship as the Industrial Maintenance Mechanic (IMM), with two additional modules being earned separately that could be articulated to the credit ASET and Technical Studies programs. Option 2 is the full electro-mechanical pathway with building an apprenticeship into it.

Karen Rege outlined our next steps with the program, which is to finalize feedback from students and employers, completing journey mapping, select a launch date for each pathway, and then implementation. Carol thanked her team and the many people involved in the process, particularly Karen who has spearheaded the project for the College since arriving in April.

Patrick Clancy asked if we looking at internships as part of this. We have discussed some experiential learning pieces for each pathway, and this is a particular area for the IT pathway that we are looking at that we think will be important. Jeremiah White asked which Community Colleges are doing this well. Carol responded that the earlier cohort included Ivy Tech and CUNY

(cohort 1). Typically, credit and non-credit are not natural collaborators and issues have arisen. Next week we learn what cohort 1 has done and learn from them.

4. **Pew Research Option Discussion** – This topic did not get fully discussed, but it was mentioned that we should see if Pew would be willing to do a competitive landscape analysis around what area Colleges are doing in this field.
5. **Future Meeting Schedule and Adjournment**
 - a. Sheila Ireland will send an email regarding what we would like to see from PEW research going forward
6. **Motion to dismiss** - Patrick Clancy approved adjournment and Mindy Posoff seconded at 12:29PM

COMMITTEE AS A WHOLE
HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, November 3, 2022– 9:00 A.M.

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

Trustees Present for the Committee as a Whole: Mr. Harold Epps, Ms. Mindy Posoff, Ms. Chekemma Fulmore-Townsend and Ms. Sheila Ireland (Executive Session only)

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Carol de Fries, Danielle Liautaud-Watkins, Esq., Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Dr. David Thomas, Mr. John Wiggins, Ms. Mikecia Witherspoon, and Victoria Zellers, Esq.

Guest: Ronald L. Williams, Esq.

Mr. Soileau opened the meeting at 9:04 A.M. He stated that there is only one agenda item, Trend Analysis Using Audited Financial Statements; however, it is a “healthy” agenda item and provides some clarifications to questions that the Committee consistently had. He asked the Trustees to pause throughout the presentation and ask questions, and then requested Mr. Eapen to proceed with the agenda item.

PUBLIC SESSION

(1) Trend Analysis Using Audited Financial Statements (Information Item)

Mr. Eapen stated that at the last Business Affairs Committee meeting, the quarterly report for the first quarter was discussed. He stated that the presentation will give an overview of the College’s financial highlights which includes: Revenues and Expenses, Debt Service, Average Cost Per FTE, Write-Offs, Enrollment and Degree Statistics, Reserves, Pell vs. Full-Time Tuition, and Credit Rating. Please refer to Attachment A.

Mr. Eapen reviewed the Schedule of Revenues, and pointed out that the trend in revenues over the last 10 years has primarily declined due to enrollments. He stated that the scholarship allowances are mainly what is disseminated to students such as Pell Grants, SEOG (Supplemental Educational Opportunity Grants) and other state grants. Mr. Dubow asked if the decline in enrollments was the driving factor. Mr. Eapen answered in the affirmative. Mr. Epps recommended to show the enrollment at the top of the chart for relationship purposes.

Mr. Eapen referred the Committee to the Sales of Auxiliary Enterprises. He pointed out that during COVID, the decline started in FY 2020 and continued in FY 2022, and that Canteen food services were mainly affected but is slowing picking up. Mr. Soileau added that the Canteen cafeteria revenue had a precipitous drop pre-COVID, and that staff agreed to subsidize the Canteen contract if Canteen does not meet certain numbers. Mr. Soileau stated that when the Canteen contract comes up for renewal (August 15, 2024), for staff to keep in mind what is a “real” number versus what is not, and if there are alternatives to offering food services on campus. Mr. Eapen added that for the last Food Services RFP, the College received only one bidder. Mr. Soileau suggested for staff to “think outside the box” and perhaps partnership with non-traditional

vendors such as the Culinary Institute. Mr. Eapen stated that Dr. Generals suggested to partner with the College's Culinary Arts Program.

Mr. Eapen referred to the City Appropriations which increased from \$18m in FY 2013 to \$37.1m in FY 2022 and thanked the Mayor and Mr. Dubow for their efforts. Mr. Eapen then referred to the State Appropriations which mildly increased from \$28.2m in FY 2013 to \$32.3m in FY 2022. Mr. Eapen referred the Committee to the Federal Grants and Contracts which significantly increased from the amount of \$65.1m in FY 2021 to \$105.5m in FY 2022 primarily due to HEERF (Higher Education Emergency Relief Funds) dollars. He stated that in FY 2022, approximately \$68m are HEERF funds and in FY 2021, approximately \$33m are HEERF funds. Mr. Dubow asked that when excluding HEERF funds, are the Federal Grants and Contracts figures slightly declining. Mr. Eapen answered in the affirmative that there was a slight decline. Mr. Dubow asked going forward for FY 2023, what funds can the College expect to be receiving. Mr. Lim stated that the Federal Grants and Contracts category includes Title IV aid which covers Pell, Subsidized and Unsubsidized loans, SEOG and some scholarships. Mr. Epps asked if state grants are formula driven. Mr. Lim stated that state grants are formula driven based on cost of attendance and enrollment status of either part-time or full-time and other criteria that generally favors 4-year colleges.

Mr. Eapen reviewed the Schedule of Expenses. He stated that the salaries were steady over the last 10 years. Mr. Dubow suggested to use staffing trends over time for a future presentation. Mr. Soileau added that a bar graph would be helpful, for example, showing the number of employees and salary per employee (per FTE) to give a vision of how it equals up to the same number knowing that the College went down in FTEs. Mr. Eapen mentioned to the Committee, in working with Mr. Soileau, staff will be doing a presentation on Human Capital at a future Business Affairs Committee meeting.

Mr. Eapen reviewed the Benefits and stated that the costs have gone up over the last 10 years primarily due to the challenges of pharmacy costs. The pharmacy costs have impacted the College this year and will impact the College in the future. Mr. Eapen stated that staff are trying to come up with creative ways to manage its pharmaceutical costs. He stated that the areas of contracted services, supplies and depreciation have remained steady over the last 10 years. However, Mr. Eapen pointed out that Student Aid in FY 2021 reflects the HEERF dollars. Mr. Lim stated that the HEERF funds included the student portion which provides the College the option of applying the awards to the students' balances or have the refunds go directly to the students. He pointed out that the majority of CCP students elected to have their refunds go directly to them. Mr. Lim stated that GASB 75 expenses reflect any changes in the liability amount that gets charged such as the "Other Post-Employment Benefits" which reduces GASB 75. Mr. Dubow suggested having a "total operating expenses" line before the GASB line since GASB numbers shift frequently. Mr. Eapen agreed. Mr. Eapen stated that the total expenses have increased primarily due to student aid as part of the Schedule of Expenses. He then reviewed the Schedule of Expenses by percentages.

Mr. Eapen reviewed the Outstanding Balance of Debt. He pointed out that for the 2015 Series and 2018 Series, the College did a refinancing of its bonds and saved approximately \$3-4m by taking advantage of the lower interest rates. Mr. Eapen stated that the 2019 Series and 2020 Series were primarily for the CATC project. He stated that the balance of the debt as of July 1, 2021 amounted to \$77m; and as of June 30, 2022, the balance of debt amounted to \$69.4m. Mr. Eapen reviewed the Future Annual Principal and Interest Payments at June 30, 2022. He stated that an interesting point was that as of June 20, 2023, the total is \$11m; but that a key point is that the debt for 2029 will go down to \$3.2m primarily due to the fact that the Bond Series 2015 will be fully paid off. Mr. Dubow pointed out that the fixed costs as a percentage of the budget is relatively small. Mr. Eapen concurred and stated that is correct as it relates to

debt service. Mr. Dubow asked what are the other fixed costs. Mr. Eapen stated that some of the fixed costs are related to insurance and managing the building utilities. He also stated that roughly 85% of the budget goes towards salaries and benefits and that 15% goes towards other expenses.

Mr. Eapen reviewed the Average Cost Per FTE chart. He stated that the chart is based on the operating budget expenses which are not from the Financial Statements. He noted that the College had a decline in its enrollments and not a major decline in its expenses which impacted the average cost FTE. Mr. Eapen stated that average cost per FTE in 2018 was \$8,539 and in 2022, it was \$13,509. He noted the goal is to keep expenses as low as possible while driving the enrollment up. Mr. Eapen reviewed the PA Commission for Community College Fiscal Year 2020-2021 Cost Per FTE chart. The chart shows the 14 community colleges with the exception of Erie. He stated that the source was taken from the FY 2020-2021 Audited Financial Statements. He pointed out CCP's FY 2020-2021 Operating Expenses totaled \$143m; its FY 2020-2021 Audited FTEs totaled 10,477; and its Expense per FTE totaled 13,650 while the average Expense per FTE of the 14 community colleges totaled 13,144. Mr. Eapen stated that currently 6 community colleges are higher than CCP and 7 community colleges are lower than CCP. He pointed out that the cost of living in Philadelphia is much greater than Beaver, Luzerne, Allegheny and Harrisburg.

Mr. Lim reviewed the Write-Offs chart for the 10-year period from 2013 to 2022. He stated that the College writes off all of its student account balances up to two years. He stated that in 2013, the College had a revenue of \$77.3m and that in 2022, the College had a revenue of \$56.5m. Mr. Lim stated that the write-off in 2013 was \$1.48m and that in 2022, the write off was \$1.37m. Mr. Dubow asked how does the College's write-offs compare to other community colleges. Mr. Lim stated that Bucks and Montgomery's student account balances are written off after one year.

Mr. Eapen reviewed the Fiscal Year Enrollment and Degree Statistics chart over the 10-year period which was taken from the College's Department of Institutional Research. He stated that this chart shows the enrollments and student demographics: Credit FTE and Unduplicated Credit Headcount; the percentage of men, women, Black, White, Asian, Hispanic, American Indian/Other, Unknown, and the Degrees Awarded: Associate and Certificate. Mr. Soileau pointed out some interesting points. He stated that the Black percentage in 2013 was 49.7 and went down in 2022 to 42.5. He stated that the White percentage went down as well from 25.1 in 2013 to 23.3 in 2022. However, there was an increase in Asian from 7.7 in 2013 to 10.8 in 2022; an increase in Hispanic from 10.6 in 2013 to 16.4 in 2022; and an increase in American Indian/Other from 0.4 in 2013 to 4.1 in 2022. Mr. Epps pointed that Black males are disengaging from higher education. Dr. Rooney shared latest updates with respect to new students in the Fall semester. She stated that the percentage of Black students is up 11% and that the Black male population is also up. Dr. Rooney stated that College staff is treating this increase as an investment in CME (Center for Male Engagement). She also stated that the increase in the Hispanic population reflects Dr. General's directive of targeting Hispanics especially in South Philadelphia, as well as marketing efforts in South Philadelphia. Mr. Dubow asked how does the 11% increase of Hispanics compared to the overall increase. Dr. Rooney stated that she will provide that number. Ms. Posoff stated that one of the takeaways from the book, "The Great Upheaval," is that, is the College providing the value that students want? Dr. Rooney stated that the Enrollment Management and Institutional Research teams are working on providing the results of two significant surveys that went out in the Fall. One survey looked at students who stopped out and did not return, asking them why they did not return so the College team can reach out to them. The other survey asked students to identify their preferences and experiences based on modality and when and where classes are offered. Dr. Rooney stated that the results should be in the next few weeks and would share the results with Cabinet and the Board of Trustees. Dr. Thomas added with respect to the increase in enrollment in African-American male

students, there was an increase in enrollments in the Catto Scholarships which may be due to partnering up with CME to do outreach efforts. He added that this may be the first time that the College may have African-American males as first time, full-time students which is reflective across the country. Ms. Fulmore-Townsend stated that while the College is making investments in CME, the College needs to be “equally judicious” about those “unlikely” partners that the College is not thinking about but could potentially continue for the growth to happen. Mr. Herzog pointed out that the Degrees awarded over the last 10 years are roughly flat even though the headcount went down significantly.

Mr. Eapen reviewed the Net Change in Unrestricted Reserves over the last 10 years from \$32.3m in FY 2013 to \$89.2m in FY 2022 which is 70.4% of reserves as a percent of the budget.

Mr. Eapen reviewed the Pell vs. Full-Time Tuition chart. He stated that the maximum Pell dollars in 2013 was \$5,550 and went up to \$6,895 in 2023. The tuition was \$3,552 in 2013 and slightly increased to \$3,816 in 2023. Mr. Eapen pointed out that there was no increase in tuition over the last 10 years, and that the amount of dollars available to students have significantly increased due to managing tuition. In looking at the fees, Mr. Eapen stated that roughly \$816 are in fees for students who are taking 24 credits so that in essence for 2023, the students are paying roughly \$4,632 for tuition and fees. He stated that when the College is compared to the other 14 community colleges, the College ranks in the middle with regard to tuition and fees. Mr. Soileau added that for the Board strategic session next month, for staff to prepare a chart as to how the College stands with tuition per credit hour (tuition and fees) as compared to the other Pennsylvania community colleges. Mr. White stated that with today’s inflation and other costs, are the students really “net” ahead. Mr. Eapen explained that there are many variables that come into play such as book and lab costs. Mr. White stated that because the actual dollars spend by the students are going down, this will affect their ability to come to the College. Dr. Rooney added that the pass-through dollars that the students are benefiting from HEERF funds, it is still a net positive for the students for this year and the last few years. Dr. Generals added that inflation does affect CCP students which impacts on their net costs per day. He stated that it varies and changes from year to year. Mr. Epps added that the costs of books is a variable. Mr. Sawyer stated that the College needs to go to OER (Open End Resource) which is the most reasonable resource for students. This may be closed to \$15 to \$20 for materials. Mr. Sawyer stated that the digital materials can provide 25% to 30% off of books. He added that the College is seeing success rates with certain classes using digital materials and will be exploring further with Follett, the College’s bookstore vendor. Mr. Soileau stated that many of the online courses are all e-books which is zero cost to the students which is a way to help CCP students.

Mr. Eapen reviewed the last slide, the Moody’s Credit Opinion. He stated that in 2015, the College was A1 stable and went down to A2 negative in the same year. However, in 2018, the College had a A3 stable rating and has been at that level for the last several years. Mr. Eapen stated that the College is well-positioned to weather the decline in enrollment and retention.

Dr. Dubow asked that when the CampusWorks’ consultant report is received, will CampusWorks be doing some projections going forward on the slides. Mr. Eapen stated that CampusWorks will be providing projections on the enrollments and College staff will take those numbers and plug them into the financial projections. Mr. Soileau added that CampusWorks will also be looking at the curriculum and demographic projections. Dr. Rooney added that for their final component in December/January, CampusWorks will conduct a strategic enrollment visioning session followed by an outcomes session.

The Trustees commended the staff’s diligent work on the presentation.

Recommendations on the Trend Analysis Presentation:

- Mr. Epps suggested that for the future, when showing the Schedule of Revenues, to show the enrollment at the top of the chart for relationship purposes.
- Mr. Soileau stated that when the Canteen contract comes up for renewal (August 15 2024), for staff to keep in mind what is a “real” number versus what is not, and if there are alternatives to offering food services on campus.
- Mr. Dubow suggested to use staffing trends over time for a future presentation. Mr. Soileau added that a bar graph would be helpful, for example, showing the number of employees and salary per employee (per FTE) to give a vision of how it equals up to the same number knowing that the College went down in FTEs. Mr. Eapen mentioned to the Committee, in working with Mr. Soileau, staff will be doing a presentation on Human Capital at a future Business Affairs Committee meeting.
- Mr. Dubow suggested having a “total operating expenses” line before the GASB line since GASB numbers shift frequently.
- Under the Fiscal Year Enrollment and Degree Statistics Chart, Mr. Dubow asked how does the 11% increase of Hispanics compared to the overall increase. Dr. Rooney stated that she will provide that number.
- Dr. Rooney will share with the Board of Trustees, the results of the two student surveys that went out in the Fall semester.
- Mr. Soileau recommended for the December 1st, Board Strategic Session, for staff to prepare a chart as to how the College stands with tuition per credit hour (tuition and fees) as compared to the other Pennsylvania community colleges.

(2) Next Meeting:

Due to no action items for the November 16th, Business Affairs Committee meeting, the next Hybrid meeting will be held in December.

The Public Session adjourned at 9:50 A.M. The Committee went into an Executive Session to discuss legal issues.

JE/Im
Attachments

ATTACHMENT A

Trend Analysis Using Audited Financial Statements

FINANCIAL TRENDS

SCHEDULE OF REVENUES

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Revenues:										
Student tuition	40,096	46,586	52,898	54,867	57,648	56,351	59,628	61,189	61,357	58,229
Student fees	12,980	15,482	17,009	16,955	17,428	17,519	17,200	17,317	17,376	17,044
Less: scholarship allowance	<u>(28,317)</u>	<u>(33,644)</u>	<u>(39,371)</u>	<u>(39,069)</u>	<u>(41,842)</u>	<u>(40,878)</u>	<u>(45,185)</u>	<u>(46,533)</u>	<u>(43,395)</u>	<u>(43,270)</u>
Student tuition and fees (net of scholarship allowances)	\$ 24,759	\$ 28,424	\$ 30,536	\$ 32,753	\$ 33,234	\$ 32,992	\$ 31,643	\$ 31,973	\$ 35,338	\$ 32,003
Sales of auxiliary enterprises	113	408	1,413	1,599	1,523	1,737	1,740	1,786	1,671	1,776
Other operating revenues	<u>13</u>	<u>23</u>	<u>38</u>	<u>42</u>	<u>46</u>	<u>62</u>	<u>87</u>	<u>196</u>	<u>166</u>	<u>158</u>
Total operating revenues	<u>24,885</u>	<u>28,855</u>	<u>31,987</u>	<u>34,394</u>	<u>34,803</u>	<u>34,791</u>	<u>33,470</u>	<u>33,955</u>	<u>37,175</u>	<u>33,937</u>
City appropriations	37,172	34,451	29,847	25,549	23,310	24,189	23,272	21,271	18,346	18,064
State appropriations	32,341	32,389	32,408	31,820	30,892	30,868	30,128	28,632	28,179	28,240
Federal grants and contracts*	105,571	65,187	52,337	46,098	49,026	48,888	53,551	57,871	58,796	58,715
State grants and contracts	5,718	6,061	6,621	5,989	7,953	8,126	8,278	7,343	6,591	7,191
Gifts from the Community College of Philadelphia Foundation	375	12	95	160	242	835	225	141	100	2,809
Nongovernmental grants and contracts	1,948	2,884	2,522	2,115	1,582	1,528	1,456	1,521	1,704	1,119
Net investment income	(3,894)	451	1,691	1,577	36	75	815	365	695	333
Other nonoperating revenue	<u>950</u>	<u>509</u>	<u>578</u>	<u>410</u>	<u>399</u>	<u>378</u>	<u>2,579</u>	<u>1,087</u>	<u>324</u>	<u>379</u>
Total nonoperating revenues	<u>180,181</u>	<u>141,944</u>	<u>126,099</u>	<u>113,718</u>	<u>113,440</u>	<u>114,887</u>	<u>120,304</u>	<u>118,231</u>	<u>114,735</u>	<u>116,850</u>
Capital appropriations	<u>11,548</u>	<u>12,990</u>	<u>12,032</u>	<u>11,797</u>	<u>12,450</u>	<u>11,050</u>	<u>12,354</u>	<u>10,859</u>	<u>13,969</u>	<u>13,730</u>
Total revenues	<u>\$ 216,614</u>	<u>\$ 183,789</u>	<u>\$170,118</u>	<u>\$159,909</u>	<u>\$160,693</u>	<u>\$160,728</u>	<u>\$166,128</u>	<u>\$163,045</u>	<u>\$ 165,879</u>	<u>\$164,517</u>

* HEERF amounted to \$68m for FY 22
\$33m for FY 21

SCHEDULE OF EXPENSES

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Expenses:										
Salaries	\$ 75,891	\$ 74,041	\$ 77,819	\$ 77,462	\$ 76,986	\$ 78,629	\$ 77,931	\$ 77,161	\$ 75,438	\$ 76,015
Benefits	36,603	32,570	34,790	34,979	36,259	36,417	36,978	36,140	35,885	34,247
Contracted services	10,983	9,247	9,276	8,045	7,859	6,512	6,458	8,331	9,697	11,373
Supplies	2,927	5,564	4,467	3,060	3,549	3,376	3,857	3,073	3,232	3,636
Depreciation	7,610	7,464	7,783	7,939	8,133	8,204	8,861	9,698	10,490	10,423
Student aid*	36,951	12,644	12,052	6,250	7,213	8,770	8,739	8,211	10,459	8,328
Other	23,848	10,231	11,376	13,375	12,092	12,959	13,167	12,815	12,314	11,468
GASB 75 (OPEB)* *	<u>(6,274)</u>	<u>(8,754)</u>	<u>(24,590)</u>	<u>(5,426)</u>	<u>12,309</u>	<u>11,703</u>	<u>11,686</u>	<u>8,016</u>	<u>8,641</u>	<u>8,530</u>
Total operating expenses	<u>188,539</u>	<u>143,007</u>	<u>132,973</u>	<u>145,684</u>	<u>164,400</u>	<u>166,570</u>	<u>167,677</u>	<u>163,445</u>	<u>166,156</u>	<u>164,020</u>
Interest on capital asset-related debt service	<u>3,320</u>	<u>3,882</u>	<u>3,604</u>	<u>3,602</u>	<u>3,413</u>	<u>3,263</u>	<u>3,315</u>	<u>4,225</u>	<u>4,258</u>	<u>4,689</u>
Total nonoperating expenses	<u>3,320</u>	<u>3,882</u>	<u>3,604</u>	<u>3,602</u>	<u>3,413</u>	<u>3,263</u>	<u>3,315</u>	<u>4,225</u>	<u>4,258</u>	<u>4,689</u>
Total expenses	<u>\$191,859</u>	<u>\$146,889</u>	<u>\$136,577</u>	<u>\$149,286</u>	<u>\$167,813</u>	<u>\$169,833</u>	<u>\$170,992</u>	<u>\$167,670</u>	<u>\$170,414</u>	<u>\$ 168,709</u>

* Student aid includes HEERF refunds

**OPEB – Other post employment benefits

GASB 75 replaced GASB 45 in fiscal 2018

SCHEDULE OF EXPENSES BY %

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Expenses:										
Salaries	39.56%	50.41%	56.98%	51.89%	45.88%	46.30%	45.57%	46.02%	44.27%	45.06%
Benefits	19.08	22.17	25.47	23.43	21.61	21.44	21.63	21.55	21.04	20.28
Contracted services	5.72	6.30	6.79	5.39	4.68	3.83	3.78	4.97	5.69	6.74
Supplies	1.53	3.79	3.27	2.05	2.11	1.99	2.26	1.83	1.90	2.16
Depreciation	3.97	5.08	5.70	5.32	4.85	4.83	5.18	5.78	6.16	6.18
Student aid*	19.26	8.61	8.82	4.19	4.30	5.16	5.11	4.90	6.14	4.94
Other	12.43	6.97	8.33	8.96	7.21	7.63	7.70	7.64	7.23	6.80
GASB 75 (OPEB)	<u>(3.27)</u>	<u>(5.96)</u>	<u>(18.00)</u>	<u>(3.63)</u>	<u>7.33</u>	<u>6.89</u>	<u>6.83</u>	<u>4.78</u>	<u>5.07</u>	<u>5.06</u>
Total operating expenses	<u>98.27</u>	<u>97.37</u>	<u>97.36</u>	<u>97.60</u>	<u>97.97</u>	<u>98.07</u>	<u>98.06</u>	<u>97.47</u>	<u>97.50</u>	<u>97.22</u>
Interest on capital asset-related debt service	<u>1.73</u>	<u>2.63</u>	<u>2.64</u>	<u>2.40</u>	<u>2.03</u>	<u>1.93</u>	<u>1.94</u>	<u>2.53</u>	<u>2.50</u>	<u>2.78</u>
Total nonoperating expenses	<u>1.73</u>	<u>2.63</u>	<u>2.64</u>	<u>2.40</u>	<u>2.03</u>	<u>1.93</u>	<u>1.94</u>	<u>2.53</u>	<u>2.50</u>	<u>2.78</u>
Total expenses	<u>100.00%</u>									

* Student aid includes HEERF refunds

OUTSTANDING BALANCE OF DEBT

	Balance	Principal	Balance
	<u>July 1, 2021</u>	<u>Payments</u>	<u>June 30, 2022</u>
2015 Series	36,560,000	-4,830,000	31,730,000
2018 Series	17,360,000	-2,460,000	14,900,000
2019 Series	8,580,000	-310,000	8,270,000
2020 Series	<u>14,580,000</u>	<u> </u>	<u>14,580,000</u>
	<u><u>\$77,080,000</u></u>	<u><u>(\$7,600,000)</u></u>	<u><u>\$69,480,000</u></u>

Future annual principal and interest payments at June 30, 2022

	Principal	Interest	Total
June 30:			
2023	7,975,000	3,077,284	11,052,284
2024	6,240,000	2,678,534	8,918,534
2025	6,550,000	2,366,534	8,916,534
2026	6,000,000	2,039,034	8,039,034
2027	6,305,000	1,739,034	8,044,034
2028	7,565,000	1,423,784	8,988,784
2029	2,135,000	1,071,450	3,206,450 *
2030	2,220,000	990,192	3,210,192
2031	2,305,000	903,848	3,208,848
2032	2,395,000	812,343	3,207,343
2033	2,495,000	715,876	3,210,876
2034	2,595,000	614,002	3,209,002
2035	2,705,000	506,661	3,211,661
2036	2,805,000	405,660	3,210,660
2037	2,900,000	310,502	3,210,502
2038	3,000,000	212,120	3,212,120
2039	1,950,000	108,950	2,058,950
2040	1,340,000	45,413	1,385,413
	69,480,000	20,021,220	89,501,220

*6/15/2028 will be the last debt service payment for Series 2015

DEBT SERVICE

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Debt Balance as of 6/30	69,480	77,080	70,057	77,298	74,808	67,000	73,853	71,193	77,481	86,016
Annual Principal Payment	7,600	7,557	7,241	6,664	6,407	6,910	6,171	6,160	8,499	8,257
Annual Interest Payments	3,457	3,385	3,715	3,622	3,029	3,645	3,796	4,099	4,389	4,761
Total	11,057	10,942	10,956	10,286	9,436	10,555	9,967	10,259	12,888	13,018

Average Cost Per FTE (Student)

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Operating Budget Expenses	\$126,688,573	\$112,703,271	\$125,038,881	\$126,460,081	\$124,717,090
FTE – Credit	8,935	10,608	12,331	12,740	13,596
FTE – Noncredit	443	408	774	852	1,009
Total FTE	<u>9,378</u>	<u>11,016</u>	<u>13,105</u>	<u>13,592</u>	<u>14,605</u>
Average Cost Per FTE	\$13,509	\$10,231	\$9,541	\$9,304	\$8,539

PA Commission for Community Colleges

Fiscal Year 2020-2021 Cost Per FTE

	FY 2020-21 Operating Expenses	FY 2020-21 Audited FTE's	Expense per FTE
Allegheny	129,695,365	10,617	12,216
Beaver	24,275,858	1,467	16,548
Bucks	86,123,810	7,464	11,539
Butler	36,485,380	2,567	14,213
Delaware	96,628,396	7,149	13,516
Harrisburg	141,257,172	11,731	12,041
Lehigh Carbon	53,637,055	5,135	10,445
Luzerne	66,578,826	3,439	19,360
Montgomery	112,928,574	7,534	14,989
Northampton	98,213,663	6,647	14,776
PA Highlands	14,359,627	1,340	10,716
Philadelphia	143,006,869	10,477	13,650
Reading	37,774,809	3,282	11,510
Westmoreland	42,543,273	3,583	11,874
	1,083,508,677	82,432	13,144

Source: FY 2020-21 audited AUP reports

Erie is not included

Write-Offs

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Total Tuition and Fees	56,562,370	65,609,147	73,188,251	75,785,130	78,602,327	77,458,896	80,063,907	81,594,467	81,631,551	77,382,653
ADB Total By Fiscal Year	1,371,028	2,281,367	2,200,282	2,133,284	2,333,234	2,921,674	2,699,988	1,508,616	1,659,455	1,480,902
Write-Offs (%)	1.9%	3.0%	2.8%	2.8%	2.9%	3.6%	3.3%	1.9%	2.2%	2.0%

1. Student account balances are written-off after two years
2. HEERF funds were used to discharge student account balances beginning summer 2020

FISCAL YEAR ENROLLMENT AND DEGREE STATISTICS

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Enrollments and student demographics:										
Credit FTE	8,935	10,608	12,331	12,740	13,596	13,659	14,481	14,851	15,051	15,116
Unduplicated Credit Headcount	16,596	19,266	22,160	23,139	24,443	25,571	26,837	27,942	28,096	28,264
Percentage - Men	31.6%	31.2%	34.7%	36.3%	36.3%	37.1%	37.8%	37.7%	37.7%	36.9%
Percentage - Women	68.4	68.8	65.3	63.7	63.7	62.9	62.2	62.3	62.3	63.1
Percentage - Black	42.5	41.7	41.9	43.1	48.1	48.8	49.4	50.7	50.2	49.7
Percentage - White	23.3	24.4	22.9	23.2	23.5	24.0	23.8	23.9	24.3	25.1
Percentage - Asian	10.8	10.4	11.8	11.4	9.8	9.4	8.9	8.4	8.2	7.7
Percentage - Hispanic	16.4	15.7	15.9	14.9	14.0	13.0	12.8	11.8	11.4	10.6
Percentage - American Indian/other	4.1	4.0	3.9	4.0	0.3	0.3	0.3	0.4	0.4	0.4
Percentage - Unknown	3.0	3.8	3.6	3.4	4.3	4.5	4.8	4.8	5.6	6.5
Degrees awarded:										
Associate	1,806	1,954	1,761	1,770	1,731	1,794	1,880	1,916	1,857	1,712
Certificate	229	178	225	331	495	471	475	446	338	167

Source: Department of Institutional Research.

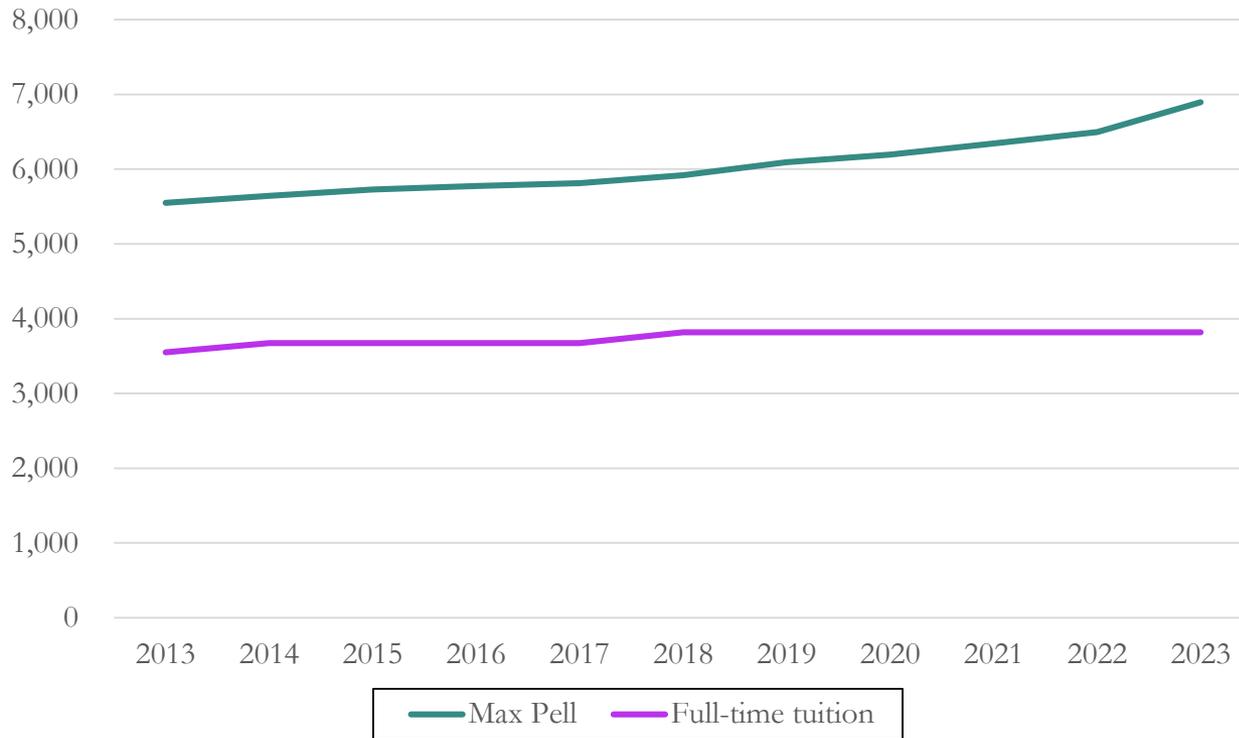
Net Change in Unrestricted Reserve Fund Fiscal Years 2013 through 2022

Fiscal year	Unrestricted Fund before OPEB ¹	Final Operating Budget	Reserves as a percent of budget
2012-2013	32,317,599	119,945,027	26.9%
2013-2014	32,490,145	122,839,164	26.4%
2014-2015	32,907,380	127,867,268	25.7%
2015-2016	35,611,168	128,280,361	27.8%
2016-2017	38,086,373	126,149,204	30.2%
2017-2018	39,295,930	124,717,090	31.5%
2018-2019	43,017,450	129,747,652	33.2%
2019-2020	52,695,066	130,838,221	40.3%
2020-2021	81,000,534	132,524,774	61.1%
2021-2022	89,240,713	126,688,573	70.4%

Notes:

1. Improvements in 2021-2022 reserves largely due to support from HEERF and CARES Act funds.

Pell vs Full-time tuition



	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Maximum Pell \$	6,895	6,495	6,345	6,195	6,095	5,920	5,815	5,775	5,730	5,645	5,550
Tuition - Full-time(24 credits) \$	3,816	3,816	3,816	3,816	3,816	3,816	3,672	3,672	3,672	3,672	3,552
Tuition per credit \$	159	159	159	159	159	159	153	153	153	153	148

Moody's Credit Opinion

April 6, 2015:	A1 stable
October 27, 2015:	A2 negative
August 11, 2016:	A2 negative
April 16, 2018:	A3 stable
April 29, 2019:	A3 stable
November 16, 2020:	A3 stable

**HYBRID MEETING OF THE EXECUTIVE COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Monday, December 19, 2022 – 3:00 P.M.**

Present for the Executive Committee: Mr. Harold Epps (Chair), presiding; Ms. Chekemma Fulmore-Townsend (remote), Mr. Michael Soileau (remote), Mr. Jeremiah J. White, Jr. (remote), Rosalyn McPherson (remote), and Ms. Sheila Ireland (remote).

Present for the Administration: Dr. Donald Guy General, Mr. Jacob Eapen, Jessica Hurst, Esq. (remote), Danielle Liautaud-Watkins, Esq., and Victoria Zellers, Esq.

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

Note: This meeting was held in hybrid format. Participants attended in person unless marked "remote" above.

Mr. Epps called the meeting to order at 3:05 P.M.

AGENDA – PUBLIC SESSION

(1) Recommended Trustee Procedures: Nomination and Election of CCP Board Elected Officers (Action Item):

Discussion: Ms. Zellers reported to the Executive Committee that the Policy Working Group developed the Recommended Trustee Procedures: Nomination and Election of CCP Board Elected Officers as outlined in Attachment A. She stated that the topics reviewed included:

- Annual Appointment of Nominators
- Nominators' Responsibilities
- The Nominating Process
- Election

Dr. Gay noted that the College's prior procedures called for a committee and additional timelines that were not always followed and the Policy Working Group wanted to provide a set of recommended procedures to follow the process normally applied. She noted that while a "committee" generally implies more than one person, it has only been one person for a few years. The new recommended procedures will call for at least one nominator, but there may be more.

Ms. Zellers noted that the procedures also no longer provide for nominations from the floor at the Board meeting in September.

Mr. Epps asked if there were any questions or concerns regarding the recommended procedures. Hearing none, Mr. Epps called for a motion to approve the Recommended Trustee Procedures.

Action: Mr. Soileau moved, and Ms. McPherson seconded the motion that the Executive Committee of the Board of Trustees approve the Recommended Trustee Procedures: Nomination and Election of CCP Board Elected Officers so that the Recommended Trustee Procedures can be presented for ratification by the full Board of Trustees at the January 5, 2023 meeting. The motion passed unanimously.

(2) Revised Policy 212, Community College of Philadelphia Conflict of Interest Policy, and Board of Trustees Conflict of Interest Policy (Action Item):

Ms. Zellers reported to the Executive Committee that the Policy Working Group made recommended revisions to College Policy 212, Community College of Philadelphia Conflict of Interest Policy in accordance with Policy 319, the Policy on College Policies. She stated that the Policy Working Group also updated the Board of Trustees Conflict of Interest Policy consistent with the revisions to the College Conflict of Interest Policy. Please refer to Attachment B.

Ms. Zellers noted that the College-wide Conflicts of Interest Policy 212 which applies to all Trustees, Faculty, and Staff had not been updated since 1985. Ms. Zellers also noted that there are two additional policies related to Conflicts of Interest, the Board of Trustees Conflict of Interest Policy and the Conflict of Interest Policy in the Employee Handbook, but they all had different definitions and needed to be revised to be more consistent. Ms. Zellers noted that the Policy Working Group recommended maintaining the Board of Trustees Conflict of Interest Policy because there are additional parameters that apply to the Trustees and they are required to complete an Annual Disclosure of Conflicts of Interest but now the policies cross-reference each other. In addition to updating and revising definitions to be consistent, the revised policy also defined the *de minimus* gift or item of value limitation as \$250.00 or less per fiscal year. The revised Board of Trustees Conflict of Interest policy also lowered the percentage at which a conflict of interest may be implicated under the "Related Party" definition from an individual owning 10% or more of an entity that the College is considering doing business with to 5% or more.

Mr. Epps asked which businesses/entities the Trustees cannot except a gift or item of value from given that many Trustees hold positions where they regularly dine out with other business leaders. Ms. Zellers explained that it was any business/entity with which the College does business or is considering doing business.

Mr. Epps asked if there were any additional questions or concerns with the revised policies. Hearing none, Mr. Epps requested a motion.

Action: Mr. Soileau moved and Ms. McPherson seconded the motion that the members of the Executive Committee of the Board of Trustees approve the revisions to Policy 212, Community College of Philadelphia Conflict of Interest Policy and the Board of Trustees Conflict of Interest Policy so that these policies can be presented for ratification by the full Board of Trustees at the January 5, 2023 meeting. The motion passed unanimously.

The Public Session adjourned at 3:25 P.M.

EXECUTIVE SESSION

An Executive Session followed the Public Session. The Executive Committee discussed legal, real estate and personnel issues.

ATTACHMENT A
Community College of Philadelphia
Recommended Trustee Procedures: Nomination and
Election of CCP Board Elected Officers

Community College of Philadelphia
Recommended Trustee Procedures: Nomination and Election of CCP Board Elected Officers

Annual Appointment of Nominators

Each year, no later than the April Board meeting; the Board Chair reminds all Trustees that a Nominator or group of Nominators for the Election of CCP Board Officers will be appointed and announced at the May Board Meeting.

The Board Chair appoints the Nominator(s) no later than the May board meeting.

The Nominator(s) will be composed of at least one current board member that is not intending to seek election to one of the officer positions.

Only current CCP Trustees can hold the Board Elected Officer positions of Chair, Vice Chair(s) and Secretary.

Nominators Responsibilities

- Ensure that any Trustee who wants to run for a Board officer position is given the opportunity
- Ensure that there are candidates for each Elected Officer position
- Oversee the nomination process
- If there are multiple candidates for any office, the Nominators will ensure that the:
 - election process is run in a way that is fair to all the candidates
 - ensure nominee materials are shared with the Board so Trustees can make an informed voting decision
- The ultimate decision on who is elected to each office rests with a full Board vote

The Nominating Process

- The Nominators are announced no later than the May Trustee meeting
- Board members who have an interest in one of the elected positions should inform the Nominators during the month of May.
- The Nominators will ask nominees to present their interest at the June Board meeting.
- No Trustee nominations will be accepted after the June board meeting.

Election

- The election will take place at the September board meeting
 - If there are single candidates for each position, the candidates will be presented to be voted on as a slate.
 - If there are multiple candidates nominated for a position(s), the Committee will:
 - Prepare a voting ballot with the names of the candidates seeking office.
 - The committee will administer the voting process.
 - Voting will take place by secret ballot.
 - The General Counsel's office will provide guidance if needed to ensure a fair and smooth election process
-

ATTACHMENT B

- **Current Policy 212 - Community College of Philadelphia Conflict of Interest Policy**
- **Revised Policy 212 - Community College of Philadelphia Conflict of Interest Policy**
- **Revisions to Community College of Philadelphia Board of Trustees Conflict of Interest Policy**

CONFLICT OF INTEREST POLICY

Memorandum #212 Conflict of Interest Policy

Original Date of Issue: April 9, 1985

At its meeting of April 4, 1985, the Board of Trustees adopted the following Conflict of Interest Policy:

1. No trustee or employee shall vote upon, negotiate, ratify, or execute any contract for or on behalf of the College in which his/her judgment or loyalty to the College might reasonably be subject to question by reason of his/her personal financial interest or that of his/her spouse or child or of any business in which the trustee or employee or his/her spouse or child is a director, officer, partner, owner, or other principal;
2. No trustee or employee, nor his/her spouse or child, nor any business in which the trustee or employee or his/her spouse or child is a director, officer, partner, owner or other principal shall enter into any contract (other than one pertaining to the terms of his/her employment) with the College unless the contract has been awarded through an open, public and competitive (where appropriate) process--and then only after full disclosure of such interest;
3. No trustee or employee shall accept a gift or thing of greater than minimal value in any form, unless consideration of equal or greater value is provided, from any person (including students or persons acting for or on behalf of students) or entity having any business, association, or relationship with the College.

Effective: April 9, 1985
Revised: November __, 2022
Approved By: Board of Trustees
Policyholder: General Counsel

Policy 212 - Community College of Philadelphia Conflict of Interest Policy

A. Purpose

Trustees, Officers, and employees of Community College of Philadelphia serve the public and have a duty to fulfill their responsibilities with care and loyalty, and in accordance with ethical and legal standards. Trustees, Officers, and employees have a duty to ensure that their decisions and transactions on behalf of the College are made in good faith, with integrity, and in the best interests of the College; and to use their positions and resources at the College to advance the public interest rather than their own private interests.

Conflicts of interest may make it difficult or impossible for Trustees, Officers, and employees to act in the College's best interests and/or may cause the appearance of impropriety. As such, Trustees, Officers, and employees should avoid conflicts of interest as much as possible. When Trustees, Officers, or employees have a conflict of interest, the conflict must be disclosed and managed or resolved in accordance with this policy. This policy defines conflicts of interest and sets forth the requirements for reporting and managing conflicts of interest. This policy is meant to supplement and not replace the Board of Trustees Conflict of Interest Policy as well as any applicable laws, rules or regulations governing conflicts of interest.

B. Scope

This Policy applies to all Trustees, Officers, and employees of the College.

C. Definitions

Confidential Information. Any non-public information about the College, including without limitation, any information about the College's finances, business plans, students, faculty, employees, and/or trustees.

Conflict of Interest. A conflict of interest exists when a Covered Individual's direct or indirect personal, financial, professional or other interests compromise, or have the appearance of compromising, their professional obligations or duties to the College. A conflict of interest exists when a Covered Individual, a Covered Individual's Family Member, or a Related Party benefits or appears to benefit personally from a decision or transaction made in the Covered Individual's official capacity. Examples of conflicts of interest include, without limitation:

- An agreement or transaction between the College and a Covered Individual; a Covered Individual's Family Member; or a Related Party.
- An agreement or transaction in which a Covered Individual; their Family Member; or a Related Party has an interest adverse to the College.

- Involvement by a Covered Individual in promoting, negotiating, or entering an agreement or transaction on behalf of the College with the Covered Individual; the Covered Individual's Family Member; or a Related Party.
- A Covered Individual accepting a personal gift, privilege, or thing of greater than *de minimus* value in any form from any person (including students or persons acting for or on behalf of students) or entity having or seeking to have any business, association, or relationship with the College, which is not otherwise available to the general public. *De minimus* value for purposes of gifts is defined as a value of \$250 or less per fiscal year.
- A Covered Individual disclosing or using the College's Confidential Information for personal gain or to benefit any party other than the College.
- A Covered Individual's outside employment or business arrangement which prevents or limits the Covered Individual's ability to perform their duties to the College.
- A transaction defined as a conflict of interest by: a) the Board of Trustees' Conflict of Interest Policy; b) any disclosure form required to be completed by the President, Cabinet or the Board of Trustees; c) any governing body with authority over the College; d) any law, rule, regulation, professional or ethical standard applicable to the College; or e) the College's external or internal auditor.

Covered Individual. A member of the College's Board of Trustees, or an Officer or employee of the College.

Family Member. A Covered Individual's spouse, child, stepchild, domestic partner, sibling, stepsibling, halfsibling, parent, stepparent, guardian, grandparent, grandchild, niece, nephew, aunt, uncle, or cousin; any person related to the Covered Individual by marriage or domestic partnership (*i.e.*, in-laws); any person who the Covered Individual claims as a dependent or any person who claims the Covered Individual as a dependent on federal or state income taxes; or any person living in the Covered Individual's household.

Officer. An Elected or Non-Elected Officer of the College's Board of Trustees as set forth in Article IV of the Bylaws of the Community College of Philadelphia, which includes the Board's Chairperson, Vice Chairperson(s), Secretary, President and Treasurer.

Related Party. Any business, venture, or other entity in which a Covered Individual or their Family Member is an officer, director, or partner; or in which the Covered Individual or their Family Member has a financial, ownership, or controlling interest of 5% or more.

D. Prohibited Conduct Related to Conflicts of Interest

The following conduct is prohibited under this policy:

- (1) A Covered Individual may not participate in any decision, agreement, or transaction on behalf of the College (*i.e.*, the Covered Individual may not vote upon, negotiate, approve, ratify, execute any agreement or transaction) in which their independent judgment or loyalty to the College is or might appear to be impaired or subject to question by reason of an actual or potential Conflict of Interest, regardless of the amount of the transaction or agreement.

- (2) The College may not enter into any agreement or transaction with a Covered Individual, a Covered Individual's Family Member, or a Related Party (other than a contract for the Covered Individual's employment with the College) unless:
- a. the Conflict of Interest has been fully disclosed and approved pursuant to this policy;
 - b. the Covered Individual has recused themselves in accordance with section D(1) above;
 - c. the agreement or transaction is determined to be fair to the College; and
 - d. if the transaction or agreement is valued at \$5,000 or more, it has been awarded through an open, public, and competitive process consistent with Policy #201, Open Market Purchasing.
- (3) A Covered Individual may not accept a personal gift, privilege, or thing of greater than *de minimus* value in any form from any person (including students or persons acting for or on behalf of students) or entity having or seeking to have any business, association, or relationship with the College which is not otherwise available to the general public. *De minimus* value for purposes of gifts is defined as a value of \$250 or less per fiscal year.
- (4) A Covered Individual may not have supervisory or decision-making authority related to a Family Member's or Related Party's employment or contract with the College.
- (5) A Covered Individual may not use or disclose the College's Confidential Information for the benefit of themselves or a third party.
- (6) A Covered Individual may not participate in an outside engagement or employment which prevents or interferes with their ability to fulfill their duties to the College.

E. Disclosure of Conflicts of Interest

Prior to making any decision or entering into any agreement where a Conflict of Interest may exist, Covered Individuals must disclose any actual or potential Conflict of Interest to the College in a timely manner. Questions as to whether a potential Conflict of Interest needs to be reported should be resolved in favor of disclosure.

Employees must disclose any actual or potential Conflicts of Interest in writing to the Vice President or Cabinet member responsible for their Division and the President.

Trustees and Officers (excluding the President) must disclose any actual or potential Conflicts of Interest annually in writing to the President, in accordance with the Board of Trustees Conflicts of Interests Policy. Trustees and Officers must also disclose any actual or potential Conflicts of Interest to the Board of Trustees Chair as they arise and when the matter comes up for action by the Board, in accordance with the Board of Trustees Conflict of Interest Policy.

The President must annually disclose any Conflicts of Interest to the College's Treasurer and the Chair of the Board of Trustees. The President must also disclose any other Conflicts of Interests as they arise to the Treasurer and the Chair of the Board of Trustees.

The Cabinet must annually disclose any actual or potential Conflicts of Interest in writing to the President and the Board Chair. The Cabinet must also disclose any other actual or potential Conflicts of Interest as they arise to the President and the Board Chair.

Trustees, Officers, the President and the Cabinet will also be required to make annual conflict disclosures to the College's external auditor each year.

F. Reviewing, Managing, and Preventing Conflicts of Interest

Once disclosed or otherwise discovered, Conflicts of Interests must be reviewed to determine: a) what, if any, conditions or restrictions should be imposed in order to manage, reduce, or resolve the conflict, or alternatively; b) if the transaction, agreement or decision at issue cannot go forward because the Conflict of Interest cannot be effectively managed or resolved, or constitutes Prohibited Conduct as set forth in Section D of this policy.

Conflicts of Interest reported by employees with a conflict or otherwise discovered by an employee shall be reviewed jointly by the employee's Vice President and the President. Conflicts of interest reported by the Cabinet shall be reviewed jointly by the President and the Board of Trustees. Conflicts of Interest reported by the President shall be reviewed by the Board of Trustees. Conflicts of Interest reported by Trustees or Officers shall be reviewed by the Board of Trustees in accordance with the Board of Trustees Conflict of Interest Policy.

If a decision, transaction or agreement involving a Conflict of Interest is approved to move forward, appropriate restrictions must be put in place to manage or resolve the conflict in the best interests of the College and to avoid the Prohibited Conduct set forth in Section D of this policy.

Community College of Philadelphia Board of Trustees
Conflict of Interest Policy

I. General

Members of the Board of Trustees of the Community College of Philadelphia (the “College”) owe a fiduciary duty of care and loyalty to the College to make all decisions in good faith and in a manner they reasonably believe to be in the best interests of the College, free from any self-interest or conflicting interest. Consistent with and in furtherance of that duty, it is the policy of the Board of Trustees of the College to require each member of the Board of Trustees and each officer of the College to disclose at least annually any situation that presents a financial or other conflict of interest between any such Board member or officer (or an associate of such person) and the College.

II. Board Approval of Interested Transactions

Occasions may arise when a Trustee or officer of the College (or an Associate of such person) has a conflict of interest in connection with a contract or transaction upon which action is to be taken or withheld by the Board or a committee thereof. It is the policy of the College and of its Board that:

- A. Any material facts as to any such conflict of interest shall be disclosed by the interested Trustee or officer to the Board or its committee. Such disclosure shall be made in the normal course in the annual conflict-of-interest disclosure statement signed by such person and, in addition, when the matter at issue comes up for action by the Board of such committee.
- B. A Trustee or officer having such conflict of interest in any matter shall not vote or otherwise participate with respect to the matter (except that the Trustee or officer may respond to questions about it); however, such Trustee or officer may be counted in determining the quorum for the meeting at which the matter is considered. The Trustee or officer shall not be present when the final discussion is held and the vote is taken. The minutes of the meeting shall reflect such disclosure and abstention.
- C. Any such contract or transaction between the College and any such Trustee or officer (or between the College and any Associate of such person), or otherwise involving a Trustee or officer’s conflict of interest, shall not be void or voidable solely based on such interest if: (1) such interest is, in fact, disclosed to the Board and the Board in good faith authorizes the contract or transaction by the affirmative vote of a majority of the disinterested directors even though the disinterested directors are less than a quorum; and (2) the contract or transaction is fair as to the College at the time it is authorized, approved or ratified by the Board.

In determining whether the contract or transaction was “fair,” in the absence of emergency or other countervailing circumstances, the Board shall determine that the

product or service offered pursuant to such contract or transaction was made available to the College on terms reasonably comparable to those that would have been available from an uninterested source of equal quality. In determining fairness, the Board is entitled to rely on reports of management and the Board's determination of fairness shall be binding. The above procedure shall not apply to any contract or transaction of *De Minimis Value*.

III. Certain Definitions

"Associate" means a Family Member or Related Party as those terms are defined below.

"Confidential Information" means any non-public information about the College including without limitation, any information about the College's finances, business plans, students, faculty, employees, and/or trustees.

"De Minimis Value" shall mean any contract or transaction, the aggregate consideration for which does not exceed \$5,000 singularly or in the aggregate over a one-year period. This definition does not apply to *"De Minimis"* gifts, which shall be evaluated in accordance with Policy 212, the College-wide Conflict of Interest Policy.

"Family Member" means a Trustee's or officer's spouse, child, stepchild, domestic partner, sibling, stepsibling, halfsibling, parent, stepparent, guardian, grandparent, grandchild, niece, nephew, aunt, uncle, or cousin; any person related by marriage or domestic partnership (*i.e.*, in-laws); any person who a Trustee or officer claims as a dependent or any person who claims the Trustee or officer as a dependent on federal or state income taxes; or any person living in the Trustee's or officer's household.

"Officer" means an elected or non-elected officer of the College's Board of Trustees as set forth in Article IV of the Bylaws of the Community College of Philadelphia, which includes the Board's Chairperson, Vice Chairperson(s), Secretary, President and Treasurer.

"Related Party" means any business, venture, or other entity in which a Trustee, officer, or their Family Member is an officer, director, or partner; or in which the Trustee, officer, or their Family Member has a financial, ownership, or controlling interest of 5% or more.

"Self-interest or conflict of interest" shall include (i) any situation where any Trustee or officer of the College (or Associate of such person) is, or is contemplated to be, a party to an agreement, contract or other transaction (including an employment contract) with the College; or (ii) any other situation involving the College where a Trustee or officer (or Associate of such person) has a direct or indirect personal, financial, professional or other interest which compromises or has the appearance of compromising their professional obligations or duties to the College, including an interest adverse to, or otherwise in conflict with, the College. For other examples of a conflict of interest, refer to Policy 202, Community College of Philadelphia Conflict of Interest Policy.

Confidential Information

Confidential Information about the College which has not been disclosed publicly cannot be used for the personal benefit of any Trustee or officer (or Associate of such person), or disclosed to anyone unless authorized by the Board or by applicable law.

IV. Disclosure

- A. Annual Disclosure. All Trustees and officers of the College must complete and file with the President of the College an Annual Conflict of Interest Disclosure Statement relative to the interests and activities covered by this Policy Statement and any subsequent amendments. All new Trustees and officers of the College shall do so within 30 days of the initiation of their duties as Trustee or officer.
- B. Time Disclosure. The Annual Statement is to be completed and returned no later than June 30 of each year.
- C. Periodic Disclosure. In addition to the Annual Statement, each Trustee and officer must report promptly to the Chairperson of the Board any relationship or interest which might involve or appear to involve a conflict of interest. All questions of judgment should be resolved in favor of disclosure.

COMMUNITY COLLEGE OF PHILADELPHIA
ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

THE UNDERSIGNED, in compliance with the Conflict of Interest Policy adopted by the Board of Trustees of the Community College of Philadelphia (the "College") does hereby deliver this Annual Disclosure Statement to the College.

1. Are you a party or contemplated to be party, to any agreement, contract or other transaction (including an employment agreement) with the College?

Yes No

If yes, please explain:

2. Is any corporation or other entity in which you or an Associate of yours have an interest a party, or contemplated to be a party, to an agreement, contract or other transaction (including an employment agreement) with the College?

Yes No

If yes, please explain:

3. Is any Associate of yours a party, or contemplated to be party, to an agreement, contract or other transaction (including an employment agreement) with the College?

Yes No

If yes, please explain:

4. List any other situation involving the College where you or an Associate of yours has any other conflict of interest.

None

PLEASE USE THE DEFINITIONS BELOW IN COMPLETING THIS STATEMENT

To the best of my knowledge, after due inquiry, I am in compliance with the College's Conflict of Interest Policy.

Date: _____

Name of Trustee or Officer

Signature

Definitions

"Associate" means a "Family Member" or a "Related Party" as defined below.

"Family Member" means a Trustee's or officer's spouse, child, stepchild, domestic partner, sibling, stepsibling, halfsibling, parent, stepparent, guardian, grandparent, grandchild, niece, nephew, aunt, uncle, or cousin; any person related by marriage or domestic partnership (*i.e.*, in-laws); any person who a Trustee or officer claims as a dependent or any person who claims the Trustee or officer as a dependent on federal or state income taxes; or any person living in the Trustee's or officer's household.

"Related Party" means any business, venture, or other entity in which a Trustee, officer, or their Family Member is an officer, director, or partner; or in which the Trustee, officer, or their Family Member has a financial, ownership, or controlling interest of 5% or more.

"Interest" means with respect to a corporation or other entity being an officer, director, or partner or having a financial, ownership, or controlling interest of 5% or more.

"Self-interest or conflict of interest" shall include (i) any situation where any Trustee or officer of the College (or Associate of such person) is, or is contemplated to be, a party to an agreement, contract or other transaction (including an employment contract) with the College; or (ii) any other situation involving the College where a Trustee or officer (or Associate of such person) has a direct or indirect personal, financial, professional or other interest which compromises or has the appearance of compromising their professional obligations or duties to the College, including an interest adverse to, or otherwise in conflict with, the College. For other examples of a conflict of interest, refer to Policy 202, Community College of Philadelphia Conflict of Interest Policy.

ATTACHMENT A

Community College of Philadelphia Recommended Trustee Procedures: Nomination and Election of CCP Board Elected Officers

Annual Appointment of Nominators

Each year, no later than the April Board meeting; the Board Chair reminds all Trustees that a Nominator or group of Nominators for the Election of CCP Board Officers will be appointed and announced at the May Board Meeting.

The Board Chair appoints the Nominator(s) no later than the May board meeting.

The Nominator(s) will be composed of at least one current board member that is not intending to seek election to one of the officer positions.

Only current CCP Trustees can hold the Board Elected Officer positions of Chair, Vice Chair(s) and Secretary.

Nominators Responsibilities

- Ensure that any Trustee who wants to run for a Board officer position is given the opportunity
- Ensure that there are candidates for each Elected Officer position
- Oversee the nomination process
- If there are multiple candidates for any office, the Nominators will ensure that the:
 - election process is run in a way that is fair to all the candidates
 - ensure nominee materials are shared with the Board so Trustees can make an informed voting decision
- The ultimate decision on who is elected to each office rests with a full Board vote

The Nominating Process

- The Nominators are announced no later than the May Trustee meeting
- Board members who have an interest in one of the elected positions should inform the Nominators during the month of May.

- The Nominators will ask nominees to present their interest at the June Board meeting.
- No Trustee nominations will be accepted after the June board meeting.

Election

- The election will take place at the September board meeting
 - If there are single candidates for each position, the candidates will be presented to be voted on as a slate.
 - If there are multiple candidates nominated for a position(s), the Committee will:
 - Prepare a voting ballot with the names of the candidates seeking office.
 - The committee will administer the voting process.
 - Voting will take place by secret ballot.
 - The General Counsel's office will provide guidance if needed to ensure a fair and smooth election process
-

ATTACHMENT B

CONFLICT OF INTEREST POLICY

Memorandum #212 Conflict of Interest Policy

Original Date of Issue: April 9, 1985

At its meeting of April 4, 1985, the Board of Trustees adopted the following Conflict of Interest Policy:

1. No trustee or employee shall vote upon, negotiate, ratify, or execute any contract for or on behalf of the College in which his/her judgment or loyalty to the College might reasonably be subject to question by reason of his/her personal financial interest or that of his/her spouse or child or of any business in which the trustee or employee or his/her spouse or child is a director, officer, partner, owner, or other principal;
2. No trustee or employee, nor his/her spouse or child, nor any business in which the trustee or employee or his/her spouse or child is a director, officer, partner, owner or other principal shall enter into any contract (other than one pertaining to the terms of his/her employment) with the College unless the contract has been awarded through an open, public and competitive (where appropriate) process--and then only after full disclosure of such interest;
3. No trustee or employee shall accept a gift or thing of greater than minimal value in any form, unless consideration of equal or greater value is provided, from any person (including students or persons acting for or on behalf of students) or entity having any business, association, or relationship with the College.

Effective: April 9, 1985
Revised: November __, 2022
Approved By: Board of Trustees
Policyholder: General Counsel

Policy 212 - Community College of Philadelphia Conflict of Interest Policy

A. Purpose

Trustees, Officers, and employees of Community College of Philadelphia serve the public and have a duty to fulfill their responsibilities with care and loyalty, and in accordance with ethical and legal standards. Trustees, Officers, and employees have a duty to ensure that their decisions and transactions on behalf of the College are made in good faith, with integrity, and in the best interests of the College; and to use their positions and resources at the College to advance the public interest rather than their own private interests.

Conflicts of interest may make it difficult or impossible for Trustees, Officers, and employees to act in the College's best interests and/or may cause the appearance of impropriety. As such, Trustees, Officers, and employees should avoid conflicts of interest as much as possible. When Trustees, Officers, or employees have a conflict of interest, the conflict must be disclosed and managed or resolved in accordance with this policy. This policy defines conflicts of interest and sets forth the requirements for reporting and managing conflicts of interest. This policy is meant to supplement and not replace the Board of Trustees Conflict of Interest Policy as well as any applicable laws, rules or regulations governing conflicts of interest.

B. Scope

This Policy applies to all Trustees, Officers, and employees of the College.

C. Definitions

Confidential Information. Any non-public information about the College, including without limitation, any information about the College's finances, business plans, students, faculty, employees, and/or trustees.

Conflict of Interest. A conflict of interest exists when a Covered Individual's direct or indirect personal, financial, professional or other interests compromise, or have the appearance of compromising, their professional obligations or duties to the College. A conflict of interest exists when a Covered Individual, a Covered Individual's Family Member, or a Related Party benefits or appears to benefit personally from a decision or transaction made in the Covered Individual's official capacity. Examples of conflicts of interest include, without limitation:

- An agreement or transaction between the College and a Covered Individual; a Covered Individual's Family Member; or a Related Party.
- An agreement or transaction in which a Covered Individual; their Family Member; or a Related Party has an interest adverse to the College.

- Involvement by a Covered Individual in promoting, negotiating, or entering an agreement or transaction on behalf of the College with the Covered Individual; the Covered Individual's Family Member; or a Related Party.
- A Covered Individual accepting a personal gift, privilege, or thing of greater than *de minimus* value in any form from any person (including students or persons acting for or on behalf of students) or entity having or seeking to have any business, association, or relationship with the College, which is not otherwise available to the general public. *De minimus* value for purposes of gifts is defined as a value of \$250 or less per fiscal year.
- A Covered Individual disclosing or using the College's Confidential Information for personal gain or to benefit any party other than the College.
- A Covered Individual's outside employment or business arrangement which prevents or limits the Covered Individual's ability to perform their duties to the College.
- A transaction defined as a conflict of interest by: a) the Board of Trustees' Conflict of Interest Policy; b) any disclosure form required to be completed by the President, Cabinet or the Board of Trustees; c) any governing body with authority over the College; d) any law, rule, regulation, professional or ethical standard applicable to the College; or e) the College's external or internal auditor.

Covered Individual. A member of the College's Board of Trustees, or an Officer or employee of the College.

Family Member. A Covered Individual's spouse, child, stepchild, domestic partner, sibling, stepsibling, halfsibling, parent, stepparent, guardian, grandparent, grandchild, niece, nephew, aunt, uncle, or cousin; any person related to the Covered Individual by marriage or domestic partnership (*i.e.*, in-laws); any person who the Covered Individual claims as a dependent or any person who claims the Covered Individual as a dependent on federal or state income taxes; or any person living in the Covered Individual's household.

Officer. An Elected or Non-Elected Officer of the College's Board of Trustees as set forth in Article IV of the Bylaws of the Community College of Philadelphia, which includes the Board's Chairperson, Vice Chairperson(s), Secretary, President and Treasurer.

Related Party. Any business, venture, or other entity in which a Covered Individual or their Family Member is an officer, director, or partner; or in which the Covered Individual or their Family Member has a financial, ownership, or controlling interest of 5% or more.

D. Prohibited Conduct Related to Conflicts of Interest

The following conduct is prohibited under this policy:

- (1) A Covered Individual may not participate in any decision, agreement, or transaction on behalf of the College (*i.e.*, the Covered Individual may not vote upon, negotiate, approve, ratify, execute any agreement or transaction) in which their independent judgment or loyalty to the College is or might appear to be impaired or subject to question by reason of an actual or potential Conflict of Interest, regardless of the amount of the transaction or agreement.

- (2) The College may not enter into any agreement or transaction with a Covered Individual, a Covered Individual's Family Member, or a Related Party (other than a contract for the Covered Individual's employment with the College) unless:
- a. the Conflict of Interest has been fully disclosed and approved pursuant to this policy;
 - b. the Covered Individual has recused themselves in accordance with section D(1) above;
 - c. the agreement or transaction is determined to be fair to the College; and
 - d. if the transaction or agreement is valued at \$5,000 or more, it has been awarded through an open, public, and competitive process consistent with Policy #201, Open Market Purchasing.
- (3) A Covered Individual may not accept a personal gift, privilege, or thing of greater than *de minimus* value in any form from any person (including students or persons acting for or on behalf of students) or entity having or seeking to have any business, association, or relationship with the College which is not otherwise available to the general public. *De minimus* value for purposes of gifts is defined as a value of \$250 or less per fiscal year.
- (4) A Covered Individual may not have supervisory or decision-making authority related to a Family Member's or Related Party's employment or contract with the College.
- (5) A Covered Individual may not use or disclose the College's Confidential Information for the benefit of themselves or a third party.
- (6) A Covered Individual may not participate in an outside engagement or employment which prevents or interferes with their ability to fulfill their duties to the College.

E. Disclosure of Conflicts of Interest

Prior to making any decision or entering into any agreement where a Conflict of Interest may exist, Covered Individuals must disclose any actual or potential Conflict of Interest to the College in a timely manner. Questions as to whether a potential Conflict of Interest needs to be reported should be resolved in favor of disclosure.

Employees must disclose any actual or potential Conflicts of Interest in writing to the Vice President or Cabinet member responsible for their Division and the President.

Trustees and Officers (excluding the President) must disclose any actual or potential Conflicts of Interest annually in writing to the President, in accordance with the Board of Trustees Conflicts of Interests Policy. Trustees and Officers must also disclose any actual or potential Conflicts of Interest to the Board of Trustees Chair as they arise and when the matter comes up for action by the Board, in accordance with the Board of Trustees Conflict of Interest Policy.

The President must annually disclose any Conflicts of Interest to the College's Treasurer and the Chair of the Board of Trustees. The President must also disclose any other Conflicts of Interests as they arise to the Treasurer and the Chair of the Board of Trustees.

The Cabinet must annually disclose any actual or potential Conflicts of Interest in writing to the President and the Board Chair. The Cabinet must also disclose any other actual or potential Conflicts of Interest as they arise to the President and the Board Chair.

Trustees, Officers, the President and the Cabinet will also be required to make annual conflict disclosures to the College's external auditor each year.

F. Reviewing, Managing, and Preventing Conflicts of Interest

Once disclosed or otherwise discovered, Conflicts of Interests must be reviewed to determine: a) what, if any, conditions or restrictions should be imposed in order to manage, reduce, or resolve the conflict, or alternatively; b) if the transaction, agreement or decision at issue cannot go forward because the Conflict of Interest cannot be effectively managed or resolved, or constitutes Prohibited Conduct as set forth in Section D of this policy.

Conflicts of Interest reported by employees with a conflict or otherwise discovered by an employee shall be reviewed jointly by the employee's Vice President and the President. Conflicts of interest reported by the Cabinet shall be reviewed jointly by the President and the Board of Trustees. Conflicts of Interest reported by the President shall be reviewed by the Board of Trustees. Conflicts of Interest reported by Trustees or Officers shall be reviewed by the Board of Trustees in accordance with the Board of Trustees Conflict of Interest Policy.

If a decision, transaction or agreement involving a Conflict of Interest is approved to move forward, appropriate restrictions must be put in place to manage or resolve the conflict in the best interests of the College and to avoid the Prohibited Conduct set forth in Section D of this policy.

Community College of Philadelphia Board of Trustees
Conflict of Interest Policy

I. General

Members of the Board of Trustees of the Community College of Philadelphia (the “College”) owe a fiduciary duty of care and loyalty to the College to make all decisions in good faith and in a manner they reasonably believe to be in the best interests of the College, free from any self-interest or conflicting interest. Consistent with and in furtherance of that duty, it is the policy of the Board of Trustees of the College to require each member of the Board of Trustees and each officer of the College to disclose at least annually any situation that presents a financial or other conflict of interest between any such Board member or officer (or an associate of such person) and the College.

II. Board Approval of Interested Transactions

Occasions may arise when a Trustee or officer of the College (or an Associate of such person) has a conflict of interest in connection with a contract or transaction upon which action is to be taken or withheld by the Board or a committee thereof. It is the policy of the College and of its Board that:

- A. Any material facts as to any such conflict of interest shall be disclosed by the interested Trustee or officer to the Board or its committee. Such disclosure shall be made in the normal course in the annual conflict-of-interest disclosure statement signed by such person and, in addition, when the matter at issue comes up for action by the Board of such committee.
- B. A Trustee or officer having such conflict of interest in any matter shall not vote or otherwise participate with respect to the matter (except that the Trustee or officer may respond to questions about it); however, such Trustee or officer may be counted in determining the quorum for the meeting at which the matter is considered. The Trustee or officer shall not be present when the final discussion is held and the vote is taken. The minutes of the meeting shall reflect such disclosure and abstention.
- C. Any such contract or transaction between the College and any such Trustee or officer (or between the College and any Associate of such person), or otherwise involving a Trustee or officer’s conflict of interest, shall not be void or voidable solely based on such interest if: (1) such interest is, in fact, disclosed to the Board and the Board in good faith authorizes the contract or transaction by the affirmative vote of a majority of the disinterested directors even though the disinterested directors are less than a quorum; and (2) the contract or transaction is fair as to the College at the time it is authorized, approved or ratified by the Board.

In determining whether the contract or transaction was “fair,” in the absence of emergency or other countervailing circumstances, the Board shall determine that the

product or service offered pursuant to such contract or transaction was made available to the College on terms reasonably comparable to those that would have been available from an uninterested source of equal quality. In determining fairness, the Board is entitled to rely on reports of management and the Board's determination of fairness shall be binding. The above procedure shall not apply to any contract or transaction of *De Minimis* Value.

III. Certain Definitions

"Associate" means a Family Member or Related Party as those terms are defined below.

"Confidential Information" means any non-public information about the College including without limitation, any information about the College's finances, business plans, students, faculty, employees, and/or trustees.

"De Minimis Value" shall mean any contract or transaction, the aggregate consideration for which does not exceed \$5,000 singularly or in the aggregate over a one-year period. This definition does not apply to *"De Minimis"* gifts, which shall be evaluated in accordance with Policy 212, the College-wide Conflict of Interest Policy.

"Family Member" means a Trustee's or officer's spouse, child, stepchild, domestic partner, sibling, stepsibling, halfsibling, parent, stepparent, guardian, grandparent, grandchild, niece, nephew, aunt, uncle, or cousin; any person related by marriage or domestic partnership (*i.e.*, in-laws); any person who a Trustee or officer claims as a dependent or any person who claims the Trustee or officer as a dependent on federal or state income taxes; or any person living in the Trustee's or officer's household.

"Officer" means an elected or non-elected officer of the College's Board of Trustees as set forth in Article IV of the Bylaws of the Community College of Philadelphia, which includes the Board's Chairperson, Vice Chairperson(s), Secretary, President and Treasurer.

"Related Party" means any business, venture, or other entity in which a Trustee, officer, or their Family Member is an officer, director, or partner; or in which the Trustee, officer, or their Family Member has a financial, ownership, or controlling interest of 5% or more.

"Self-interest or conflict of interest" shall include (i) any situation where any Trustee or officer of the College (or Associate of such person) is, or is contemplated to be, a party to an agreement, contract or other transaction (including an employment contract) with the College; or (ii) any other situation involving the College where a Trustee or officer (or Associate of such person) has a direct or indirect personal, financial, professional or other interest which compromises or has the appearance of compromising their professional obligations or duties to the College, including an interest adverse to, or otherwise in conflict with, the College. For other examples of a conflict of interest, refer to Policy 202, Community College of Philadelphia Conflict of Interest Policy.

Confidential Information

Confidential Information about the College which has not been disclosed publicly cannot be used for the personal benefit of any Trustee or officer (or Associate of such person), or disclosed to anyone unless authorized by the Board or by applicable law.

IV. Disclosure

- A. Annual Disclosure. All Trustees and officers of the College must complete and file with the President of the College an Annual Conflict of Interest Disclosure Statement relative to the interests and activities covered by this Policy Statement and any subsequent amendments. All new Trustees and officers of the College shall do so within 30 days of the initiation of their duties as Trustee or officer.
- B. Time Disclosure. The Annual Statement is to be completed and returned no later than June 30 of each year.
- C. Periodic Disclosure. In addition to the Annual Statement, each Trustee and officer must report promptly to the Chairperson of the Board any relationship or interest which might involve or appear to involve a conflict of interest. All questions of judgment should be resolved in favor of disclosure.

COMMUNITY COLLEGE OF PHILADELPHIA
ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

THE UNDERSIGNED, in compliance with the Conflict of Interest Policy adopted by the Board of Trustees of the Community College of Philadelphia (the "College") does hereby deliver this Annual Disclosure Statement to the College.

1. Are you a party or contemplated to be party, to any agreement, contract or other transaction (including an employment agreement) with the College?

Yes No

If yes, please explain:

2. Is any corporation or other entity in which you or an Associate of yours have an interest a party, or contemplated to be a party, to an agreement, contract or other transaction (including an employment agreement) with the College?

Yes No

If yes, please explain:

3. Is any Associate of yours a party, or contemplated to be party, to an agreement, contract or other transaction (including an employment agreement) with the College?

Yes No

If yes, please explain:

4. List any other situation involving the College where you or an Associate of yours has any other conflict of interest.

None

PLEASE USE THE DEFINITIONS BELOW IN COMPLETING THIS STATEMENT

To the best of my knowledge, after due inquiry, I am in compliance with the College’s Conflict of Interest Policy.

Date: _____

Name of Trustee or Officer

Signature

Definitions

“Associate” means a “Family Member” or a “Related Party” as defined below.

“Family Member” means a Trustee’s or officer’s spouse, child, stepchild, domestic partner, sibling, stepsibling, halfsibling, parent, stepparent, guardian, grandparent, grandchild, niece, nephew, aunt, uncle, or cousin; any person related by marriage or domestic partnership (*i.e.*, in-laws); any person who a Trustee or officer claims as a dependent or any person who claims the Trustee or officer as a dependent on federal or state income taxes; or any person living in the Trustee’s or officer’s household.

“Related Party” means any business, venture, or other entity in which a Trustee, officer, or their Family Member is an officer, director, or partner; or in which the Trustee, officer, or their Family Member has a financial, ownership, or controlling interest of 5% or more.

“Interest” means with respect to a corporation or other entity being an officer, director, or partner or having a financial, ownership, or controlling interest of 5% or more.

“Self-interest or conflict of interest” shall include (i) any situation where any Trustee or officer of the College (or Associate of such person) is, or is contemplated to be, a party to an agreement, contract or other transaction (including an employment contract) with the College; or (ii) any other situation involving the College where a Trustee or officer (or Associate of such person) has a direct or indirect personal, financial, professional or other interest which compromises or has the appearance of compromising their professional obligations or duties to the College, including an interest adverse to, or otherwise in conflict with, the College. For other examples of a conflict of interest, refer to Policy 202, Community College of Philadelphia Conflict of Interest Policy.

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, November 3, 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. Mindy Posoff, Mr. Michael Soileau, Mr. Jeremiah White, 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. Mikecia Witherspoon, Ms. Victoria Zellers, Dr. Judith Gay, and Dr. Elyn Jo Waller

(1) Meeting Called to Order

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

(2) Public Comment

Mr. Anthony Alvarez, a CCP student, provided a public comment that Mr. Richard Kopp was doing a good job as the Interim Dean of Students and should be considered for the Dean of Students position, and requested that the College conduct more anti-racism and Diversity, Equity, and Inclusion (DEI) training.

(3) Report of the President

(a) Middle States Update

Dr. Generals reported that the Self-Study document has been sent to the Chair of the Middle States Visiting Team, and posted on the College's Middle States website for comments by the College community. Dr. Generals stated that comments from the College community are due by December 12, 2022. He stated that the schedule for the preliminary visit has been sent to Dr. Isekenegbe, who reviewed it and made minor changes to the schedule which are being incorporated. Dr. Generals stated that Dr. Isekenegbe is very engaged in the process and had already made some suggestions regarding the Self-Study that he planned to discuss during the preliminary visit.

(b) Association of Community College Trustees
Leadership Congress, October 26-29, 2022

Dr. Generals reported that he, Harold Epps, Pat Clancy, Sheila Ireland, Tyrell McCoy, Jeremiah White, Leila Lawrence, Derrick Perkins, and Ms. Liautaud-Watkins attended the Association of Community College Trustees Leadership Congress on October 26-29, 2022 in

New York City. Dr. Generals stated he, Jeremiah White, Leila Lawrence, and Derrick Perkins made a presentation on “Social Justice and its Underpinnings of Educational Equity.” He stated that the presentation went well and indicated that a number of attendees spoke highly of the presentation.

Dr. Generals stated that he had attended the American Association of Community Colleges Annual Board meeting in Arlington, Virginia. He stated that conversations at the meeting focused on the new realities which are confronting community colleges.

(c) Board of Trustees Retreat

Dr. Generals reminded members of the Board 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. He stated that the facilitator for the retreat is Daria Torres. Dr. Generals stated that Ms. Torres will be emailing a survey to members of the Board and the Cabinet to glean information for the strategic planning session. Dr. Generals stated that this is the first step in the process.

(d) Election Day – Day of Service

Dr. Generals stated that Election Day, November 8, 2022, is a day of service for the College. He stated that the instructional make-up day is Tuesday, December 6, 2022. Dr. Generals emphasized the importance of civic engagement and urged all to commit to a day of service on Election Day.

(e) Safety and Security Update

At the request of Dr. Generals, Mr. Eapen reported that in 2015, Margolis Healy assessed the College’s security systems on Campus and the Regional Centers. He stated that the College is planning to engage Margolis Healy again to perform a campus assessment, including the physical examination of the College. Mr. Eapen stated that Margolis Healy will also assess security systems and technology including security cameras, electronic access controls, intrusion, alarm systems, emergency phones, and other devices. Mr. Eapen stated that Margolis Healy will recommend touchless security screening which are powerful sensor technology with artificial intelligence security ecosystem to ensure safer and more accurate threat detection, including metal detection at speed and volume. Mr. Eapen stated that the contract will be completed in about 90 days once the contract is signed.

Dr. Generals suggested that Tyrell McCoy should be involved in the discussions regarding safety and security.

(f) Enrollment

At the request of Dr. Generals, Darren Lipscomb, Associate Vice President for Enrollment, provided an overview of fall enrollment. He stated the following:

- Overall, fall enrollment is flat. We are seeing an influx of new students. However, we are also seeing a decline in continuing students.
- Winter term enrollment registration opened two weeks earlier than last year. Winter term enrollment is significantly ahead over the last two years 246 vs. 329.
- Staff will continue to monitor the spring term as new students are just beginning to register.
- Over 126 students attended the express enrollment sessions. Eighty of the 126 students who attended registered.

Dr. Lipscomb called the Board's attention to several fall enrollment trends by race. He stated that African American enrollment was up 4%; Hispanic 7%; White is down 11.6%; and native American is up 10%. Dr. Lipscomb reviewed the age trends: 17 to 20 are up 8.5%; 21 to 40 are down 5.5%; and 41 and up are up 6.3%. Enrollment of females is down 2%, and males is up 3.76%.

Dr. Lipscomb reviewed current efforts to ease access for students, including enrollment navigators, express enrollment events, changes in drop for non-payment, centralizing enrollment services, course availability tracking, and expansion of discretionary funds for hardship students focusing to get into college.

Members of the Board requested that Dr. Lipscomb's slide presentation be placed in Board Effect.

At the request of Dr. General, Dr. Rooney provided a presentation on marketing efforts. She stated that:

- Targeted emails are being sent to past guest students and continuing and current students for winter and spring terms. Notices will also be posted on the College's website and the portal.
- Targeted emails pushing forward on *Success Starts Here* are being sent to students who did not complete their coursework.

Dr. Rooney stated that the following paid advertising will be running through the end of 2022: SEPTA digital billboards; Sixers campaign; Snapchat, YouTube, Motivios; and Dilworth Park during the holidays.

Dr. Rooney stated that a pot of money is being preserved to try something new such as the effort with the Sixers which will feature onsite and on-camera opportunities during Sixers games.

Members of the Board requested that Dr. Rooney's slide presentation be placed in Board Effect.

Mr. Epps requested that the administration email data to the Board in advance of Board meetings.

(g) Announcements

Dr. Generals informed the Board about the Presbyterian Historical Society's celebration of the student designed exhibit. He stated that Community College students created and installed the *Building Knowledge and Breaking Barriers (BKBB)* exhibit inside and outside the Presbyterian Historical Society building as part of a grant that funded the BKBB project. Dr. Generals stated that a number of CCP students participated in the project, and that several members of the faculty supported students in this work. Dr. Generals stated that while seven students have exhibitions, many other students in Religious Studies, Architecture, Honors, and History courses have conducted research in the Presbyterian Historical archives.

(h) Foundation Report

At the request of Dr. Generals, Dr. Zanjani called attention to the Record of Grants and Gifts in the Board materials from both public/governmental and private/philanthropic sources that provides information through October 15, 2022.

Dr. Zanjani stated that for public and governmental funding, nearly \$7 million was received since July 1, 2022. She stated that new since the last report is \$449,000 from the U.S. Department of Education to fund year 3 of 5 for the Transforming the Student Experience: Holistic Student Supports project.

Dr. Zanjani stated that since July 1, 2022, \$1.3 million in funding was received through private fundraising initiatives, including:

- PECO renewed \$10,000 for scholarships for STEM students; and
- Two private donors, who wish to remain anonymous, renewed their scholarship support, totaling \$16,000

Dr. Zanjani stated that on October 27, 2022, the Foundation hosted *A Conversation with Author Diane Davis* in the Library and Learning Commons. Diane Davis provided a book reading from her memoir, *Tragic Victory: Learning to Navigate Life in Tough Times*. The event brought

several new faces to campus. Special thanks to Diane Davis for sharing her personal story, and helping to inform students on the writing process.

Dr. Zanjani stated that the Capital Campaign Feasibility Study continues. On November 9, 2022, the campaign consultant, Dr. Armistead and his team, will lead a special training session for the Foundation Directors, Trustee Liaisons, Institutional Advancement staff, and members of Cabinet. Campaign collateral materials, including the master case statement and the volunteer guidebook, will be distributed at that time.

Mr. Soileau asked Dr. Zanjani whether she had contacted Dr. Keith Leaphart, Founder, Philanthropi. Dr. Zanjani stated that she is working on making the connection and scheduling a meeting with Dr. Leaphart. Mr. Soileau stated that individuals may be able to give back to the College through this platform.

At the request of Dr. Zanjani, Dr. Waller stated that the Annual Giving Campaign has started. She stated that both boards will receive the annual giving appeal by next week. Dr. Waller stated that she looked forward to seeing how the first week of the Boards' competition fares in support of the Gala and other needs at the College. She stated that every dollar counts and thanked the Board for their support.

Dr. Waller stated that the 2023 Black and Gold Gala Committee held its first meeting to begin planning for the Gala. She stated that Deana Gamble and Nedra Ralston will co-chair the committee again. Dr. Waller stated that nominations for the awards are being reviewed, and that the honorees will be confirmed in the coming weeks. Dr. Waller stated that sponsorship materials are available and asked the Board to begin to think of those we can solicit for sponsorships, and forward that information to Dr. Zanjani and her team. Dr. Waller urged members of the Board to purchase their sponsorships and seats as soon as possible since the event sold out months in advance last year.

Dr. Waller stated that she hoped to see members of the Board at Vie on Wednesday, June 7, 2023 for the Black and Gold Gala. She encouraged everyone to continue making connections to facilitate additional support, and thanked the Board for supporting academic and student success.

(4) Business Affairs Committee

Mr. Soileau stated that the Committee met on November 3, 2022 and reviewed trend analysis of the financials in a holistic manner as we move through the budget and the end of HEERF dollars. He stated that this review is creating and developing concrete basis to move with foresight into the finances. Mr. Soileau stated that the consultants will be provided with all the financial trends.

Mr. Epps stated that many of the members of the Board participated in the Committee of the Whole. He thanked members of the Board for their attendance at all of the meetings.

(5) Student Outcomes Committee

Ms. Fulmore-Townsend commended Dr. Generals and his staff for the November 2, 2022 presentation by Scott Van Pelt and for the key insights and quality of information presented at the session. Ms. Fulmore-Townsend thanked Drs. Rooney and Marshall for their collaborative work to improve the student experience and get us to the next level, which is greatly appreciated. Ms. Fulmore-Townsend stated that the student experience came up in the reports of every committee meeting held earlier today. Ms. Fulmore-Townsend stated that the postsecondary education industry has changed. The rate of change is faster and the needs of customers change and evolve. As we continue to assess and do the work, we must be intentional.

Ms. Fulmore-Townsend stated that the Student Outcomes Committee met on October 20, 2022 and reviewed the Automotive Technology Program. She stated that the program has been acknowledged and commended nationally for its success with Black males. Ms. Fulmore-Townsend stated that the program has seen a lot of positives as far as Black males and women being successful in the program. Ms. Fulmore-Townsend stated that the program received an NSF grant that will help develop better recruitment strategies for women and underrepresented minorities. Ms. Fulmore-Townsend stated that the Committee discussed the importance of hiring and attracting qualified faculty to the program as this could double enrollment. Ms. Fulmore-Townsend stated that the College has to be very strategic in the hiring of qualified faculty. Ms. Fulmore-Townsend stated that the program review for the Automotive Technology was very strong, and that the Committee looked forward to seeing how the additional resources, new facility, and relationships will help this program to continue to grow. Ms. Fulmore-Townsend stated that the Committee was recommending that the Board accept the Automotive Technology Program Review with approval for five years. She stated that this item is part of the Consent Agenda.

Ms. Fulmore-Townsend reported that the Committee reviewed and discussed the Culinary Arts AAS Midterm Review. She stated that the Culinary Arts was hit the hardest by COVID. She stated that to prepare the next generation of work in this field, students have to take classes in person. Ms. Fulmore-Townsend stated that enrollment declined in the program. She stated that some programs recover quickly, and some will take longer than 9 to 12 months to recover. Ms. Fulmore-Townsend stated that staff will continue to monitor progress and track it. Ms. Fulmore-Townsend stated that the Committee was recommending that the Board accept the Midterm Review update for the Culinary Arts AAS program. She stated that this item is part of the Consent Agenda.

(6) Workforce Subcommittee

Ms. Ireland reported that the Committee met on October 6, 2022. She stated that the new senior members of the Workforce Development and Economic Innovation Division were

introduced to the Subcommittee. Ms. Ireland stated that it was delightful to meet Mr. Gregory Mason, Associate Vice President for Corporate Solutions, and Ms. Franne McNeal, Executive Director of 10KSB. She stated Mr. Mason and Ms. McNeal provided a presentation of their 2022-2023 priorities. Ms. Ireland stated that Michelle Talbert-Horsey, Director of Career Connections, and Tiffany Spraggins, Director of PowerUP, will present at a future meeting of the Subcommittee.

Ms. Ireland reported that the Subcommittee was provided with a presentation by Pew Charitable Trusts Philadelphia Research and Policy Initiative regarding the economic and fiscal future of the City. Pew also commented on how competitive higher education is in Philadelphia.

Ms. Ireland stated that in connection with last evening's discussion of *The Great Upheaval* and students desire to get skills and to study less than a year leading to a sustaining wage and employment, the Education Design Lab Initiative provides micro-pathways for students to study less than one year, and learn skills which would lead to permanent employment. Ms. Ireland stated that the initiative is funded by Citizens Bank.

Ms. Posoff moved, with Ms. Fulmore-Townsend seconding, that the Board approve the reports of the Committees. The motion carried unanimously.

(7) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of October 6, 2022
- (b) Gifts and Grants
- (c) Renovations of Bonnell Building Restrooms
- (d) Automotive Technology Program Review
- (e) Midterm Review Update for the Culinary Arts AAS Program

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

(8) Report of the Chair

(a) Board of Trustees Retreat

Mr. Epps reminded members of the Board of the Retreat which is scheduled for Thursday, December 1, 2022, 12:00 noon – 5:30 p.m. in the Pavilion Klein Cube. Mr. Epps stated that most likely we will not finish our discussion of perspectives for the future. He stated that we have a lot on our plate, but nothing is more important than educating our citizens.

(b) Capital Campaign Engagement

Mr. Epps urged members of the Board to be generous with their support of the capital campaign.

(c) December 1, 2022 Recognition Reception

Mr. Epps reminded members of the Board regarding the reception honoring Jeremiah White, and Trustee emerita/us Lydia Hernández Vélez and James Roebuck which is scheduled for Thursday, December 1, 2022 at 6:00 p.m. in the Pavilion Klein Cube.

(9) Old Business

There was no old business discussed.

(10) New Business

There was no new business discussed.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, January 5, 2023 at 3:00 p.m. at the Northeast Regional Center, 12901 Townsend Road, Room 124 (Community Room). The meeting will be hybrid. A tour of the Regional Center is scheduled to take place at 2:00 p.m.

(12) Executive Session

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 4:05 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, November 3, 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. Mindy Posoff, Mr. Michael Soileau, Mr. Jeremiah White, 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. Mikecia Witherspoon, Ms. Victoria Zellers, Dr. Judith Gay, and Dr. Ellyn Jo Waller

(1) Meeting Called to Order

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

(2) Public Comment

Mr. Anthony Alvarez, a CCP student, provided a public comment that Mr. Richard Kopp was doing a good job as the Interim Dean of Students and should be considered for the Dean of Students position, and requested that the College conduct more anti-racism and Diversity, Equity, and Inclusion (DEI) trainings.

(3) Report of the President

(a) Middle States Update

The Board was provided with an update on the Middle States Self-Study. The preliminary visit is scheduled for November 14, 2022.

(b) Association of Community College Trustees
Leadership Congress, October 26-29, 2022

The Association of Community College Trustees Leadership Congress took place October 26-29, 2022 in New York City.

(c) Board of Trustees Retreat

The Board of Trustees Retreat is scheduled for Thursday, December 1, 2022, 12:00 noon – 5:30 p.m., in the Pavilion Klein Cube.

(d) Election Day – Day of Service

Election Day, November 8, 2022, will be a day of service for the College.

(e) Safety and Security Update

The Board was provided with an update on safety and security.

(f) Enrollment

The Board was provided with an update of enrollment for fall and winter terms, as well as fall enrollment trends by race.

The Board was provided with an update on marketing efforts underway for the winter break and the spring semesters, and paid advertising that will be running through the end of 2022.

(g) Announcements

The Board was informed about the Presbyterian Historical Society's celebration of the student designed exhibit, *Building Knowledge and Breaking Barriers (BKBB)*.

(h) Foundation Report

The Board was provided with an update on public/governmental and private fundraising received by the College since July 1, 2022. The Capital Campaign Feasibility Study continues. Dr. Armistead, the campaign consultant, and his team will lead a special training session for Foundation Directors, Trustee Liaisons, Institutional Advancement staff, and members of Cabinet on November 9, 2022.

The Annual Giving Campaign has begun. Members of the Board were urged to contribute to the annual campaign as well as support the Black and Gold Gala. The Black and Gold Gala is scheduled on Wednesday, June 7, 2023 at Vie.

(4) Business Affairs Committee

The Committee met on November 3, 2022 and reviewed trend analysis of the financials in a holistic manner as we move through the capital budget and the end of HEERF dollars.

(5) Student Outcomes Committee

The Committee met on October 6, 2022. The Committee accepted the Automotive Technology Program Review with approval for five years. The Committee also reviewed the

Culinary Arts AAS Midterm Review. The Committee accepted the Midterm Review update for the Culinary Arts AAS program.

(6) Workforce Subcommittee

The Committee met on October 6, 2022. The new senior members of the Workforce Development and Economic Innovation Division were introduced, and shared their 2022-2023 priorities. The Committee was also provided with a presentation by Pew regarding the economic and fiscal future of the City.

The Board approved the reports of the Committees.

(7) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of October 6, 2022
- (b) Gifts and Grants
- (c) Renovations of Bonnell Building Restrooms
- (d) Automotive Technology Program Review
- (e) Midterm Review Update for the Culinary Arts AAS Program

(8) Report of the Chair

(a) Board Retreat

The Board was reminded regarding the December 1, 2022 Board Retreat.

(b) Capital Campaign Engagement

The Board was encouraged to be generous with their support of the capital campaign.

(c) December 1, 2022 Recognition Reception

The reception honoring Jeremiah White, and Trustee emerita/us Lydia Hernández Vélez and James Roebuck is scheduled for Thursday, December 1, 2022 at 6:00 p.m. in the Pavilion Klein Cube.

(9) Old Business

There was no old business discussed.

(10) New Business

There was no new business discussed.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, January 5, 2023 at 3:00 p.m. at the Northeast Regional Center, 12901 Townsend Road, Room 124 (Community Room). Then meeting will be hybrid. A tour of the Regional Center is scheduled to take place at 2:00 p.m.

(12) Executive Session

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 4:05 p.m.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts FY23
January 5, 2023 Meeting of the Board of Trustees**

Summary by Source:

	FY 2023		FY 2022	FY2023 and FY2022
Held by College	10/16/22 - 12/15/22	Fiscal Year To Date 7/1/22 - 12/15/22	Fiscal Year To Date 7/1/21 - 12/15/21	Variance 7/1 - 12/15
Federal	\$ 306,037	\$ 7,196,379	\$ 5,102,031	\$ 2,094,348
State	\$ 3,084,022	\$ 3,130,873	\$ -	\$ 3,130,873
Local	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,390,059	\$ 10,327,252	\$ 5,102,031	\$ 5,225,221
Held by Foundation	10/16/22 - 12/15/22	Fiscal Year To Date 7/1/22 - 12/15/22	Fiscal Year To Date 7/1/21 - 12/15/21	Variance 7/1 - 12/15
Corporation	\$ 88,075	\$ 437,575	\$ 224,163	\$ 213,412
Foundation	\$ 50,706	\$ 896,746	\$ 1,173,649	\$ (276,903)
Individual	\$ 122,927	\$ 206,512	\$ 384,445	\$ (177,933)
Organization	\$ 3,500	\$ 64,732	\$ 26,940	\$ 37,792
Total	\$ 265,208	\$ 1,605,565	\$ 1,809,197	\$ (203,632)
TOTAL	\$ 3,655,267	\$ 11,932,817	\$ 6,911,228	\$ 5,021,589

**PUBLIC GRANTS SUMMARY
Since Meeting of November 3, 2022**

U.S. Department of Education awarded \$306,037 to fund the TRiO Student Support Services program (year three of five). The grant period is 9/1/2022 to 8/31/2023.

Pennsylvania Department of Education awarded \$3,084,022 to fund Perkins Post Secondary Local Plan. The grant period is 7/1/2022 to 6/30/2023.

January 2023 Events

Faculty Art Show

Entire Month | Rotunda

A showcase of faculty art on display in the Mint Building Rotunda

Express Enrollment Day

January 5 & 11 | at 9 a.m. | Bonnell Lobby

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

Professional Development Week

January 9-11 | various times and locations

Week long calendar of sessions designed to improve and sustain excellence in teaching and learning, and the professional growth of all employees through collegial, planned learning opportunities that support the strategic goals of the college.

Ruth Naomi Floyd Jazz Performance

January 11 | at 12:00 p.m. | Black Box Theater

Enjoy the musical stylings of Ruth Naomi Floyd and her highly sought-after jazz band

Hosted by the Music Department

New Student Orientation

January 12 | various times and locations

Welcoming new students to campus in advance of the semester's start

Welcome Back Week

January 16-20 | various times, locations, and activities

BE Empowered Monthly Workshop

January 26 | at 1:00 p.m. | Winnet, S2-3

Hosted by the Division of Business & Technology

Massage Clinic

January 27 | at 10:00 a.m. | Bonnell Lobby

Massage Therapy students will offer onsite massages to those who registered in advance

Basketball Athletics Schedule

<https://www.myccp.online/athletics-center/intercollegiate-athletics>

*Calendar current as of 12/1/2022, Events subject to change