

Meeting of the Board Trustees, Thursday, February 2, 2023, 3:00 p.m. Pavilion Klein Cube
Room P2-3/Hybrid

AGENDA

(1) Meeting Called to Order

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

- Update the Board on final preparations for the Middle States visit
- Update the Board on Enrollment
- Update the Board on Governor's Inauguration and Early Indications
- Preparation for Legislative Summit

(2) Public Comment

(3) Report of the President

(a) Middle States

(b) Enrollment

(c) Governor's Inauguration

- General Directions of Higher Education Committee

(d) Professional Development Week Update

(e) Foundation Report (Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller)

- Capital and Major Gifts Proclamation (Action)

CCP Proclamation by College Trustees_2.2.23.pdf

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(4) Business Affairs Committee, January 18, 2023

January 18, 2023 Business Affairs Committee Meeting Minutes.pdf

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(5) Student Outcomes Committee, January 19, 2023

1.19.23 Student Outcomes Committee Minutes.pdf

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(6) Workforce Subcommittee, January 27, 2023

(7) Consent Agenda

(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of January 5, 2023

Proceedings1.5.23.pdf	26
Attachment A.pdf	35
Attachment B.pdf	43
Attachment C.pdf	44
Attachment D.pdf	46
Minutes of Decisions & Resolutions1.5.23.pdf	56

(b) Gifts and Grants

Record of Grants & Gifts (2.02.23).pdf	60
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(8) Report of the Chair

(a) Resolution on the Appointment of Board of Directors for the CCP Career and Advanced Technology Center (CATC) (Action)

Resolution for CCP CATC, Inc. Directors .pdf	61
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(b) Trustee Recognition

(c) ACCT National Legislative Summit New Trustee Academy Panel on the Board's Fiduciary Responsibilities, February 5, 2023 11:15 a.m.-12:15 p.m.

(d) Involvement in Support of the Capital Campaign

(9) Old Business

(10) New Business

(11) Next Meeting

Wednesday, March 1, 2023, 5:30 p.m. (Committee of the Whole and Tour)
Dinner and Presentation – Career Advanced Technology Center, 4750
Market Street, Room 341 A & B

Thursday, March 2, 2023, 3:00 p.m.- Board of Trustees Meeting- Career
and Advanced Technology Center, 4750 Market Street, Room 341 A & B

Committee Meetings

Business Affairs, Wednesday, February 15, 2023, 9:00 a.m. - Isadore A.
Shrager Boardroom – Room M2-1, Hybrid

Student Outcomes, Thursday, February 16, 2023 - 10:00 a.m.
Isadore A. Shrager Boardroom – M2-1, Hybrid

Executive Committee, Wednesday, March 1, 2023 – 4:00 p.m.
Career and Advanced Technology Center
4750 Market Street, Room 341 A&B - Hybrid

Workforce Subcommittee, Thursday, March 2, 2023 – 11:00 a.m.
Career and Advanced Technology Center, 4750 Market Street, Room 241
- Hybrid

Upcoming Events

Closing Reception - Faculty Art Exhibition, Thursday, February 2, 2023
4:00 p.m. – 5:30 p.m. - Mint Building Rotunda

Women's Basketball Game, Thursday, February 2, 2023
vs. Brookdale Community College 5:00 p.m. – Gymnasium

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

Law and Society Week February 27-March 3, 2023

College Spring Break March 6-10, 2023

Middle States Visiting Team March 19-22, 2023

[Black History Month Calendar of Events.pdf](#)

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(12) Executive Session

The Board will convene in Executive Session for an update on legal matters. The Board will not return following the Executive Session.

PROCLAMATION
of the
Community College of Philadelphia
Board of Trustees
to endorse, support and participate in a major gifts and capital campaign

WHEREAS Community College of Philadelphia (“the College”) presently serves as a leading educational provider that strengthens the regional economy through the education and training of a viable workforce; and

WHEREAS the Community College of Philadelphia’s Board of Trustees desires to support the College so that it can continue its long history of offering high-quality academic education, broad technical and career training, continuing education and services to the College’s constituencies; and

WHEREAS the Community College of Philadelphia’s Board of Trustees is dedicated to enhancing learning environments in which students complete their educational aspirations to become responsible members of society; and

WHEREAS the Community College of Philadelphia’s Board of Trustees is fully committed to continuing its support of the College’s comprehensive mission of providing accessible quality educational opportunities, promoting economic growth, and enhancing the quality of life for all people in the City of Philadelphia; and

WHEREAS the Community College of Philadelphia’s Board of Trustees highly values the continuance and enhancement of quality career/technical education and arts and athletics programs, and the reduction of students’ financial barriers; and

WHEREAS the Community College of Philadelphia’s Board of Trustees recognizes that the Community College of Philadelphia Board of Trustees is comprised of dedicated community leaders that support and promote the growth and development of the College and is centrally engaged in its advancement and betterment;

WHEREAS, on the 30th day of November, 2022, the Community College of Philadelphia Foundation’s Board of Directors, resolved to hereby fully endorse, support and participate in the work of the major and capital gifts campaign designed to acquire vital resources to advance the College’s vision, and recognized this endeavor as an institutional priority and to provide the necessary support to see the campaign through to successful completion.

NOW, AND THEREFORE, on this 2nd day of February, 2023, the Community College of Philadelphia’s Board of Trustees do hereby fully endorse, support and agree to participate in the work of the Community College Foundation’s major and capital gifts campaign designed to acquire vital resources to advance the College’s mission, vision, and recognize this endeavor as an institutional priority and will provide the necessary support to see the campaign through to successful completion.

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, January 18, 2023 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Michael Soileau (presiding) (*via Zoom*), Mr. Rob Dubow (*via Zoom*), Mr. Steve Herzog (*via Zoom*), Mr. Jeremiah J. White (*via Zoom*) and Dominique Ward, Esq.

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Marsia Henley (*via Zoom*), Danielle Liautaud-Watkins, Esq. (*via Zoom*), Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Dr. David Thomas (*via Zoom*), Mr. Tim Trzaska (*via Zoom*), Victoria Zellers, Esq. and Mr. Vijay Sonty

Guests: Dr. Judith Gay (*via Zoom*), Vice President Emerita
Ms. Sabrina Maynard, Office of Finance, City of Philadelphia (*via Zoom*)

PUBLIC SESSION
AGENDA

(1) Cyber Security Overview (Information Item):

Discussion: Mr. Vijay Sonty, Chief Information Officer, did a presentation (Attachment A) for the Cyber Security Overview. Mr. Sonty discussed the tools and applications for Cyber Security.

Mr. Sonty discussed the results of the Phishing Simulation Campaign that was done in October 2022. He stated that phishing emails were sent to 1,498 employees. Of the 1,498 employees, 410 opened the email, 94 clicked on the email, and 1 had data shared. The 94 employees that clicked on the email were given training on Cyber Security.

Mr. Sonty went over the results for the Annual Security Assessment Report that was completed by Foresite Cybersecurity in September 2022. He stated that there were 5 issues that were identified. Three of them were critical but they all have been solved. He talked about CCP Enabled – Data Loss Prevention service in Microsoft Office 365 and how this protects sensitive information (e.g., ABA routing number, social security numbers). Mr. Sonty then discussed the five ways that CCP is increasing wired and wireless security *via* NAC (Network Access Control).

Mr. Sonty touched base on the Microsoft Active Directory. It authenticates and authorizes users and computers on our network by assigning and enforcing security policies.

Mr. Eapen asked if anyone had questions regarding the presentation. Mr. Soileau asked what is the policy for faculty and students. Mr. Sonty responded that all personal computer/laptops/cell phones only have internet access. Only CCP computers on the CCP network have full access.

Mr. Soileau also asked about access to the cameras at CCP. Mr. Sonty stated that the Information Technology Department is working on tools to protect and monitor USB devices hacking the cameras.

Ms. Ward asked what happens to an employee who clicks on the phishing email and how often is the testing done. Mr. Sonty responded that Information Technology does testing every six months and once IT identifies the employee who clicked on the phishing email, the employee is asked to do Cyber Security Training.

Dr. Generals stated that if at some point Human Resources should be follow-up on those employees now following Cyber Security protocols.

Dr. Gay asked if there is a third-party vendor detection and monitoring. Ms. Victoria Zellers briefly mentioned our Data Breach Protocol.

Mr. Dubow asked is if the College's insurance covered Cyber Security. Mr. Sawyer answered that the College has insurance through its carrier Chubb.

Mr. Soileau asked if there were any other questions; there were none. Mr. Soileau concluded the meeting.

(2) Next Meeting (Information Item)

The next regularly scheduled Hybrid meeting of the Business Affairs Committee is set for Wednesday February 15, 2023 at 9:00 A.M.

The Public Session adjourned at 9:30 a.m.

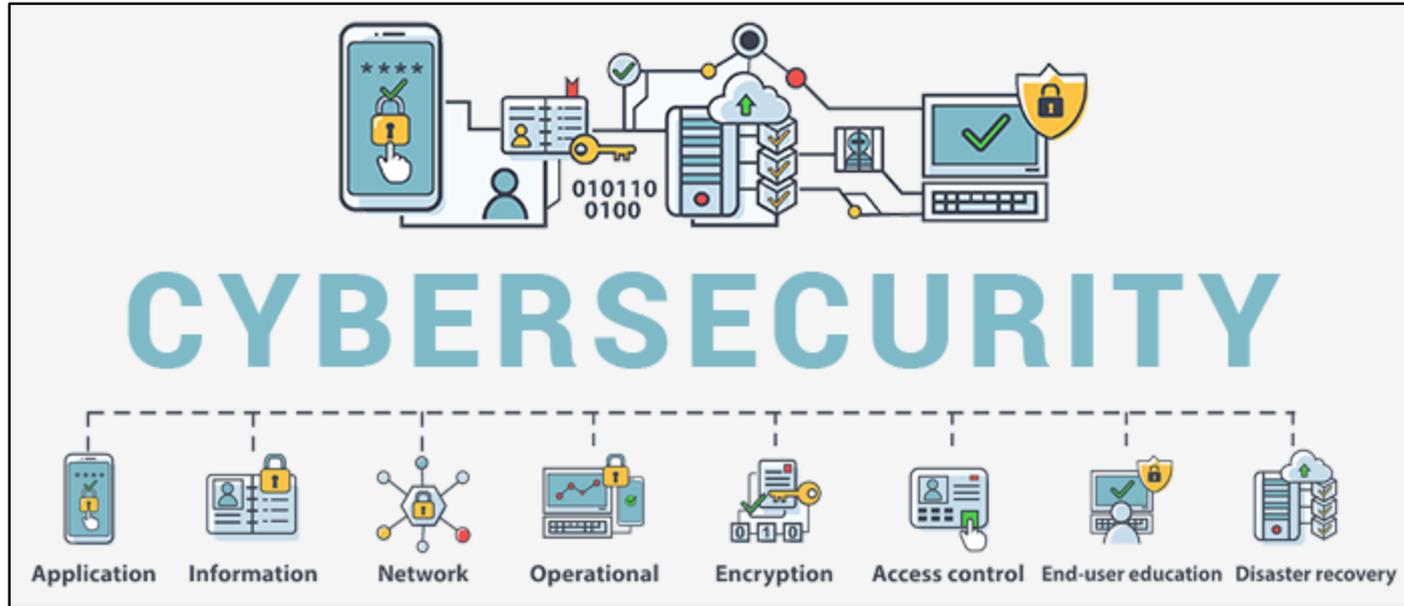
EXECUTIVE SESSION

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

**lmh
Attachment**

ATTACHMENT A

Cyber Security Overview



CCP Cybersecurity – Tools & Applications



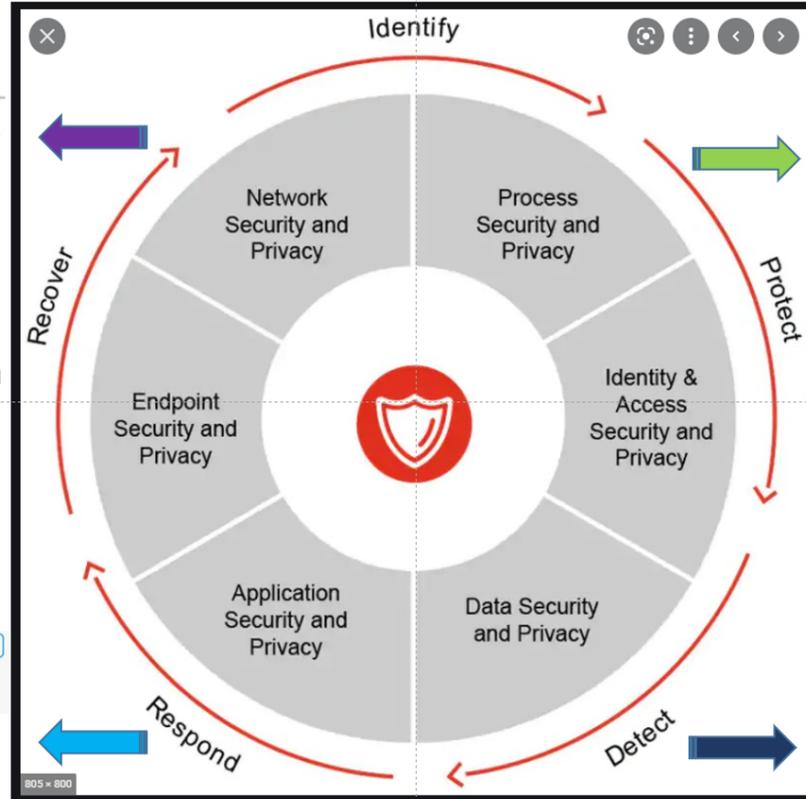
- VPN
- Firewall
- Protect Network and Data
- Intrusion Detection



- Spyware Blocking & Removal
- OS Patching
- Antivirus
- SPAM Filtering
- Anti Malware



- Authorization
- Logging
- App. Security Testing
- Authentication



- NAC (Network Access Control)
- Policy
- Awareness
- Monitoring
- Compliance
- Strategy



- MFA – Multi Factor Authentication
- Role Based Access Control
- Rule Based Access Control
- ACL – Access Control List



- SFTP
- Encryption
- DLP (Data Loss Prevention)
- Virtualization



Phishing Simulation Campaign @ CCP - October 2022 Results



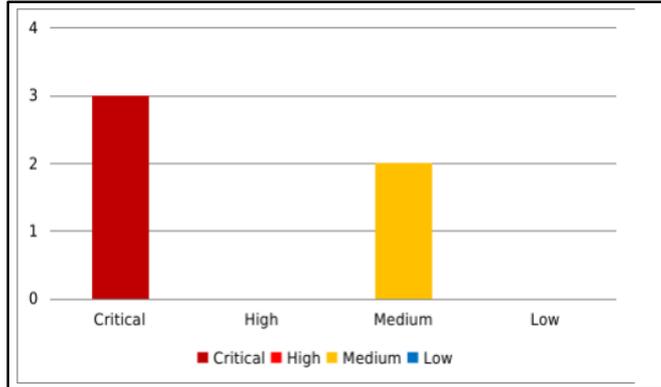
Top-Clicked Phishing Email Subjects



Education Industry is at most risk of Phishing Attacks

32.7%

“People often represent the weakest link in the security chain and are chronically responsible for the failure of security systems”



Security Assessment Report

For Community College of Philadelphia (CCP)

September 05, 2022

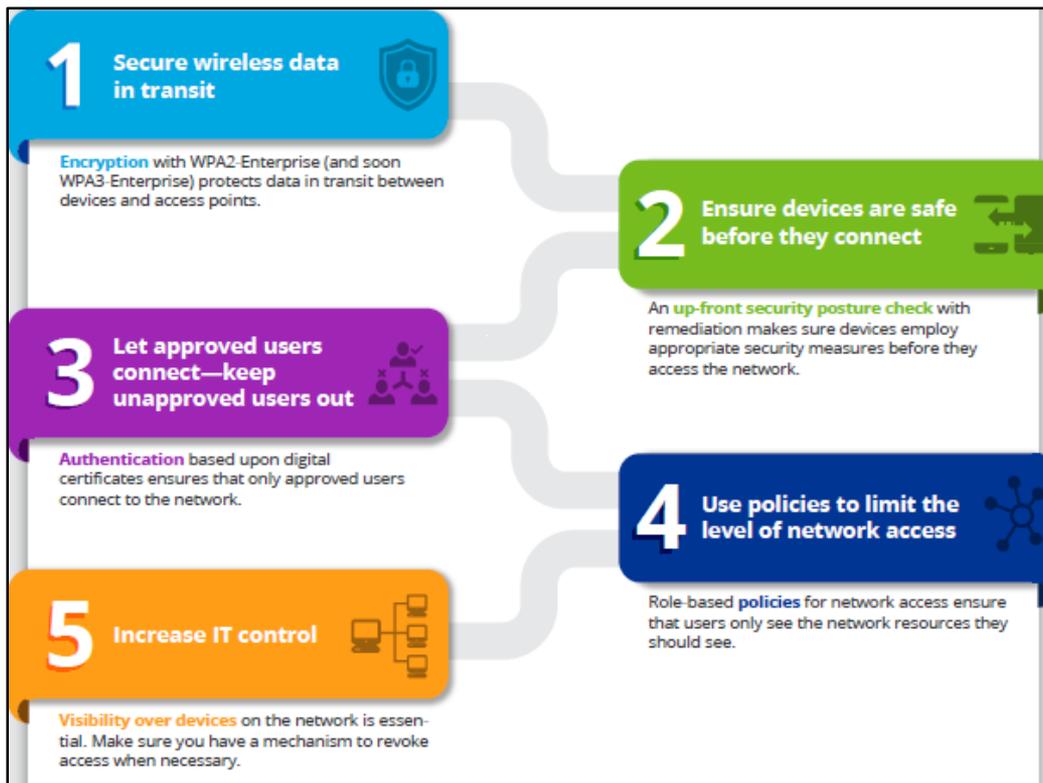
Issues Identified	Severity Rating	Status
Network Devices and Services with Patching Deficiencies	Critical	Resolved
Secure Protocol Configuration Deficiencies	Critical	Resolved
End of Life (EOL) or No Longer Supported Product	Critical	Resolved
Web Applications and Services with Patching Deficiencies	Medium	Resolved
Web Applications and Services with Configuration Deficiencies	Medium	Resolved

CCP Enabled - Data Loss Prevention service in O365



Sensitive info types			
ABA Routing Number	Medium confidence <input type="button" value="v"/> <input type="button" value="i"/>	Instance count	<input type="text" value="1"/> to <input type="text" value="Any"/> <input type="button" value="i"/>
U.S. Social Security Number (SSN)	Medium confidence <input type="button" value="v"/> <input type="button" value="i"/>	Instance count	<input type="text" value="1"/> to <input type="text" value="Any"/> <input type="button" value="i"/>
U.S. Individual Taxpayer Identification Number (ITIN)	Medium confidence <input type="button" value="v"/> <input type="button" value="i"/>	Instance count	<input type="text" value="1"/> to <input type="text" value="Any"/> <input type="button" value="i"/>
U.S. Driver's License Number	Medium confidence <input type="button" value="v"/> <input type="button" value="i"/>	Instance count	<input type="text" value="1"/> to <input type="text" value="Any"/> <input type="button" value="i"/>
U.S. Bank Account Number	Medium confidence <input type="button" value="v"/> <input type="button" value="i"/>	Instance count	<input type="text" value="1"/> to <input type="text" value="Any"/> <input type="button" value="i"/>
U.S. / U.K. Passport Number	Medium confidence <input type="button" value="v"/> <input type="button" value="i"/>	Instance count	<input type="text" value="1"/> to <input type="text" value="Any"/> <input type="button" value="i"/>
Add <input type="button" value="v"/>			

5 – Ways we are increasing Wired & Wireless Security via NAC



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

MINUTES

**Thursday, January 19, 2023
10:00 a.m.
Hybrid**

Presiding: Ms. Chekemma Fulmore-Townsend

Committee

Members: Ms. Rosalyn McPherson, Ms. Mindy Posoff

Board

Participants: Mr. Harold Epps

College

Members: Dr. Donald Generals, Dr. Darren Lipscomb, Dr. Alycia Marshall, Dr. David Thomas

Guests: Dr. Chae Sweet, Dean of Liberal Studies, Dr. Jennifer Schneider, Coordinator Paralegal Studies, Dr. Faye Allard, Department Head, Social Science

(I.) Public Session

(a) Introductions (I)

Trustee Chekemma Fulmore-Townsend introduced herself to the guests in attendance. Other members of the board introduced themselves as well.

The focus for this Student Outcomes Committee meeting today is to discuss student enrollment, the Academic Program Review for the Paralegal Studies program and updates for the Liberal Arts Honors and Behavioral Health/Human Services programs.

(b) Enrollment Update (I)

Dr. Darren Lipscomb shared an enrollment update (**presentation is attached**)

Trustee Fulmore-Townsend opened the meeting by reminding the committee that we were resuming the conversation that began in the January Board meeting about enrollment. The goal of Dr. Lipscomb's presentation is to clarify the enrollment picture and provide the Trustees with consistent information by which the enrollment progress will be assessed.

Following the presentation, the Board members offered the following reflections to strengthen our understanding. Trustee Posoff complimented the presentation and noted that we are currently ahead of the 2023 budget assumptions, and the trend data for enrollment is more positive than anticipated. Trustee McPherson also shared that the slide detailing credit count offered a new perspective on enrollment growth. She inquired about how credit count can be a strategy for enrollment growth. Trustee Fulmore-Townsend asked Dr. Lipscomb to clarify the original budget assumptions related to enrollment for headcount to allow the Trustees to better understand the data in relation to the fiscal expectations. Trustee Epps asked for clarity on whether the headcount numbers provided were duplicated. The Board members agreed that our public number should reflect everyone who comes to campus to learn. In summary, feedback from the Board suggested it is important to clearly articulate to the board how we are trending year over year, what are program enrollment targets and how they are linked to the College's overall enrollment targets as it pertains to academic program reviews.

(c) Paralegal Studies Associate of Applied Science (A.A.S.) Academic Program Review
(A)

Paralegal report provided by Dr. Chae Sweet and Dr. Jennifer Schneider.

Dr. Chae Sweet informed the Board that the Paralegal program is one of the strongest programs that draws a lot of interest. Dr. Schneider shared that a significant number of students want to go to law school due to CCP's robust paralegal certificate program. 64.5% often come back for more legal courses. The average compensation for small and medium law firms and non-profit agencies is \$40,000-\$50,000. At the conclusion of Dr. Sweet and Dr. Schneider's presentation, the Board asked the following questions:

Trustee McPherson asked if the Paralegal Studies program at the College has mainly consisted of women, and how many go into law school after graduating. Dr. Schneider explained that the program consists of 60.8% women, and around 23% of enrolled students transfer to continue their education.

Trustee McPherson suggested that she could connect the Paralegal Studies department with the Barristers' Association which is composed of Black, high profile lawyers. Trustee Posoff asked if the College markets the program to law firms or has a way to reach them. Dr. Schneider expressed she would love to establish relationships via outreach. Trustee Posoff offered to provide help to broker a relationship between CCP and the Philadelphia Bar.

The questions regarding the Paralegal Studies program pivoted to the online tools that can be utilized by students to learn. It was clarified that Paralegal Studies students have access to course content materials 24/7 through Canvas, the College's learning management system.

Action Steps

Dr. Marshall will define the future needs of the College for Paralegal Studies and connect with Trustees Posoff and McPherson to facilitate professional connections within the City to assist with meeting the program needs as determined.

Trustee Posoff will connect the Paralegal Studies faculty to the President of the American Bar Association (ABA). Trustee McPherson and Trustee Dominique B.E. Ward, Esq. (not present) will connect with Barristers' Association on behalf of the Board regarding CCP.

(d) Liberal Arts Honors Associates of Arts (A.A.) Update (I)

Liberal Arts Honors, A.A. program discussed by Dr. Alycia Marshall.

Dr. Marshall suggests developing a new and different model of the program to encourage increased enrollment and provide access to students interested in areas outside of Liberal Arts. A majority of students in the program are part-time and cannot sustain the current model requiring them to register for multiple courses at one time. The faculty is passionate and committed to the current model from a pedagogical standpoint, as it allows for a cohort model, team teaching for faculty, small teacher-student ratio and an opportunity for the honors students to develop community. Currently a new STEM Honors program model is scheduled to be developed and implemented by the new Special Assistant to the Vice President for STEM Outreach and Engagement (to be hired), who would open honors experiences to STEM students, leverage high impact practices, potentially increase enrollment and make the program more accessible to more students across multiple disciplines. Based on the timeline for the hiring of the new position and curricular/structural changes that would need to be put in place for implementation, the STEM honors program is slated to begin in academic year 24-25.

At the conclusion of Dr. Marshall's presentation, Board members commented on the following:

Trustee Posoff wanted to know more about the different business models for honors programs that were possible. It was explained that the proposed model would enrich both students and faculty, and different models allow for different patterns of enrollment and tuition revenues. It was agreed that an update on different honors program models would be presented to the committee at a future meeting. Trustee McPherson mentioned that she would help to broker STEM partnerships with Strauss Water Research/ Natural Lands, Franklin Institute, Drexel, and Cheyney - Stephen Hughes (Whole Food). Trustee Fulmore-Townsend also suggested the WIMS program.

Action Steps

Dr. Marshall to confirm and determine when in the 23-24 academic year the SOC should review the Honors programs, and what the recommendations should be to the board. Dr. Marshall will talk with Dr. Sweet about these options and circle back with recommendations.

Dr. Marshall to follow-up with Trustee McPherson who will leverage some STEM partnerships with Stroud Water research and Natural Lands, along with Franklin Institute, the Natural Academy of Sciences WINS program, and Cheyney Aquaponics. Dr. Marshall to follow-up with Dr. Thomas to discuss the possibility of a senior year honors experience for dual enrollment students.

- (e) Behavioral Health/Human Services, Associate of Applied Science (A.A.S), Update
(I)

Behavioral Health/Human Services A.A. S. report provided by Dr. Chae Sweet.

The enrollment in the program is declining and has been for several years. Currently, the program has approximately 250 students, which is down from over 500 in 2019. While the program has undergone significant revisions, the rapid decline in enrollment has not halted. Overall, what has been done is not the best indicator of what should be done – given the changing context for Philadelphia and the workforce and the evident enrollment declines. Trustee Epps asked if the program was properly resourced in the area. Dr. Sweet explained there is a strong group of faculty and resources. A career coach was hired to provide 1:1 support to students, but those efforts are just beginning. More efforts are needed in regards to recruitment and retention to reverse the declines in enrollment.

Action Steps

Trustee Fulmore-Townsend to follow up with Dr. Generals on how we want to engage the Board on Behavioral Health.

Dr. Marshall to discuss with Dean Sweet next step recommendations for the program to be discussed further with Dr. Generals.

- (f) New Business

There was no new business.

- (g) Executive Session

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for Thursday, February 16th at 10 a.m.

Attachments:

SOC Enrollment Update

Enrollment Planning

Key Terms

- Fiscal Year (FY) –refers to the College’s financial year which runs from July 1 (summer II/late summer) to June 30 of the following year (end of summer I).
- Headcount (HC) –refers to the total number of students enrolled in a term; includes duplicates when looking at multiple terms.
- Credit count (CC) –refers to the aggregate number of credits in which our students have enrolled.

FY YoY Comparison (as of 1/21/23)

	FY2122	FY2223	% +/-
Student Headcount	26,100	26,248	0.56%
Credit Count	205,559	210,548	2.42%

The College is currently ahead 2.42 percent in credit count compared to the same point in time last year. Having budgeted to be down three percent in enrollment, the College is very likely to exceed its enrollment goals for the year. The College has also experienced a 0.56 percent increase in the number of students enrolling throughout the fiscal year.

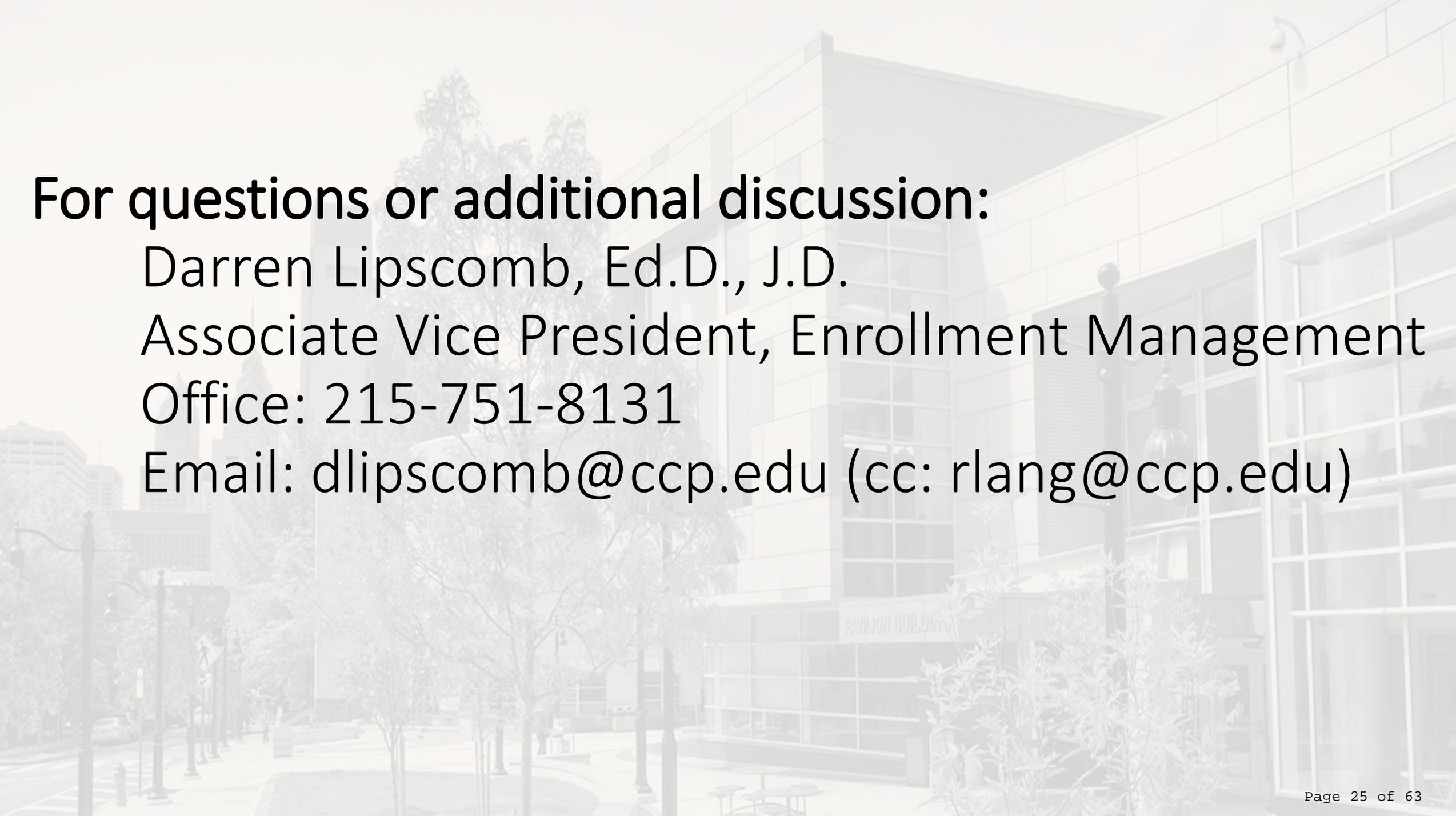
FY2122 Enrollment Overview

Term	New	Returning	Total HC	Total Credits
202135-2 (late summer)	889	2,919	3,808	16,759
202140 (fall)	2723	8,924	11,647	100,769
202105 (winter)	33	470	503	1,612
202210 (spring) **as of 1/20/22	946	9,196	10,142	86,419
202235 - 1 (summer I) Forecast	572	3,079	3,651	16,349
FY2122 Total	5,163	24,588	29,751	221,908

FY2223 Current Enrollment Overview (as of 1/19/23)

Term	New	Returning	Total HC	Total Credits
202235-2 (late summer)	867 (-2.5%)	2,518 (-13.7%)	3,385 (-11.1%)	14,380 (-14.2%)
202240 (fall)	3,333 (+22.4%)	8,303 (-7%)	11,636 (-0.1%)	100,774 (0%)
202205 (winter)	45 (+36.4%)	500 (+6.4%)	545 (8.3%)	1,749 (+8.5%)
202310 (spring)	1,560 (61.5%)	9,122 (-1.4%)	10,682 (+4.6%)	*93,645 (+7.7%)
202335 - 1 (summer I) Forecast	572	3,079	3,651	16,349
FY2223 Forecast	6377	23,522	29,899	226,897

*spring will likely decline by as much as 1,373 credits.



For questions or additional discussion:

Darren Lipscomb, Ed.D., J.D.

Associate Vice President, Enrollment Management

Office: 215-751-8131

Email: dlipscomb@ccp.edu (cc: rlang@ccp.edu)

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, January 5, 2023–3:00 p.m.
Northeast Regional Center

Present: Mr. Epps, presiding; Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Rob Dubow, Ms. Chekemma Fulmore-Townsend, Mr. Steve Herzog, Ms. Sheila Ireland, Mr. Tyrell McCoy, Ms. Mindy Posoff, Ms. Roz McPherson, 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. Karen Rege, Dr. Judith Gay, and Dr. Ellyn Jo Waller

(1) Meeting Called to Order

Mr. Epps called the meeting to order and welcomed members of the Board to the Northeast Regional Center. Mr. Epps wished the Board a Happy New Year and reviewed the goals for the meeting.

Mr. Epps stated that Ronald Bradley will be resigning from the Board of Trustees effective March 31, 2023. He stated that the College will work with PECO to identify a replacement to fill Mr. Bradley's term. On behalf of the Board of Trustees, Mr. Epps congratulated Mr. Bradley on his retirement, and wished him the best in his future endeavors.

(2) Public Comment

There was no request for Public Comment.

(3) Report of the President

Dr. Generals welcomed the Board and wished everyone a Happy New Year.

(a) Middle States Update

Dr. Generals reported that the College had received the list of team members for the Middle States Visit scheduled March 19-22, 2023. Regarding the Middle States Self-Study, Dr. Generals stated that the effects of COVID-19 have been added to the conclusion of each of the seven standards, which were not stated in the original draft.

(b) Enrollment Update

At the request of Dr. General, Dr. Lipscomb provided a presentation on enrollment for the winter term as well as the spring 2023 term (**Attachment A**). He stated that enrollment for the winter term is currently up by 8.1 percent year-over-year (current year, 546 students, and last year, 505 students). Dr. Lipscomb noted that winter enrollment numbers are up 59.1 percent since 2019.

Dr. Lipscomb stated that enrollment for the spring 2023 term is up by 1.3 percent year-over-year (current year, 8,504 students, and last year, 8,384 students). He stated that spring credit count is currently up 7.3 percent (current year 75,990, and last year, 70,824). Dr. Lipscomb stated that spring headcount among returning students is down 3.1 percent (current year, 7,563 students, and last year, 7,804 students) with a 9.5 percent deficit among part-time students. Dr. Lipscomb stated that staff continue to enroll returning students at a lower rate than what we accomplished last year. He indicated that we have reached 81.6 percent of our overall target enrollment for spring 2023. He stated that the next spring semester drop for non-payment will take place on Monday, January 9, 2023. Dr. Lipscomb also reviewed spring 2023 enrollment by major.

Dr. General reviewed enrollment at the regional centers (**Attachment B**). He noted that because a student can be enrolled at more than one location, each term reflects a duplicated count.

In response to a question as to whether enrollment is aligned with the enrollment number in the budget, Mr. Eapen responded in the affirmative.

Dr. General stated that the College is looking at new modalities for teaching and learning. He asked Dr. Karen Rege, Dean of Online Learning and Media Services, to update the Board on HyFlex.

Dr. Rege stated that HyFlex is defined as a course that students can choose to attend in any of the following formats at any point in the class: F2F, online synchronously via Zoom, or online asynchronously (on their own time). She stated that there is a team of about 17 people including faculty and administrators who are working on this project. Dr. Rege stated that we are piloting 3 courses in spring 2023: MAT 161 (Pre-calc), BIO 109 (Anatomy and Physiology) and NUT 111 (Nutrition). The first is on the Main Campus; the latter 2 are at NERC. The mathematics course is currently filled. Dr. Rege stated that the hope is to add 10 additional classes in the HyFlex modality for fall and that staff are presently working to finalize those now. Dr. Rege stated that faculty self-select to participate but generally we start with faculty who are already comfortable teaching online courses and who do it well.

Dr. Rege stated that during the spring pilot, data will be gathered from both the students and the faculty to help inform course design and professional development for

faculty. She stated that we are starting with 2 classrooms to help us determine which kind of technology will work best and fit the teaching style of the instructors. Dr. Rege stated that the team will create a scale up plan during the fall semester.

(c) Pennsylvania Society

Dr. Generals reported that he had attended the Pennsylvania Society Weekend December 2-4, 2022 in New York City. Dr. Generals stated that the event is a networking opportunity, and that he spoke about his vision for higher education and workforce development to many of the legislators in attendance.

(d) Announcements

Dr. Generals stated that today is Mikecia Witherspoon's last Board meeting as she will be leaving the College to work for Senator John Fetterman as Eastern Regional Director. Dr. Generals thanked Ms. Witherspoon for all her work and wished her the best in her new position. Ms. Witherspoon thanked Dr. Generals and the Board for their good wishes. She stated that she will be an advocate for the College in her new role. Ms. Witherspoon expressed her thanks to Dr. Generals and members of the Board of Trustees.

(e) Foundation Report

At the request of Dr. Generals, Dr. Zanjani stated that the Record of Grants and Gifts from both public/governmental and private/philanthropic sources was included in the Board meeting packet. Dr. Zanjani called attention to the following:

- Public and governmental funding received since July 1, 2022 totaled more than \$10 million;
- Since the last report, \$306,000 was received from the U.S. Department of Education to fund year 3 of 5 for the TRIO Student Support Services Program; and
- The amount of \$3,084,022 was received from the Pennsylvania Department of Education to fund Perkins Post-Secondary Local Plan. The grant period is 7/1/2022 to 6/30/2023.

Dr. Zanjani stated that since July 1, 2022, the Record of Grants and Gifts report also reflects that \$1.6 million in funding was received through private/philanthropic fundraising initiatives, including:

- \$100,000 from Comcast and \$62,000 from Globus Medical through the EITC (Educational Improvement Tax Credit) Program for dual enrollment;

- \$33,000 from Independence Blue Cross Foundation for the Nursing Program for the Health Care Scholars Program;
- \$25,000 from the Independence Foundation to renew the Zip Code project run by the Nursing Program; and
- \$250,000 from JP Morgan Chase Foundation for Philadelphia Tech Pipeline Collaborative Planning.

Dr. Zanjani provided an update on alumni relations. She stated that in connection with the division of Academic and Student Success and Career Connections, an alumni experiential learning program is being developed to engage alumni and share firsthand job experiences with students, such as speaker events or worksite visits. The first alumni volunteer for experiential learning recently gave a presentation to students about careers in real estate.

Dr. Zanjani provided an update of Major Gifts and the Capital Campaign. She stated that campaign collateral materials, including the master case statement, were distributed for review and comment. The case statement and other materials were revised based on feedback. Dr. Zanjani stated that focus groups with the Foundation Directors will be held over the next month to continue training, including the development of personalized elevator speeches, and discussions on the campaign.

At the request of Dr. Zanjani, Dr. Waller stated that she was pleased to provide the Foundation report. She reported the following:

- The Foundation annual report for fiscal year 2022 is complete and available at ccp.edu/far;
- Fundraising has begun for both the Annual Giving Campaign and the Black and Gold Gala. Both Boards should have received an annual giving appeal in December and will receive information in the next report about our friendly competition for participation. 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. Every dollar counts and she thanked the Board for their support.
- The 2023 Black and Gold Gala will be held on Wednesday, June 7, 2023, at Vie. This year's honorees for the 2023 Gala are:

Alumni Achievement Award - Gunter Pfau, Founder and Chief Executive Officer of software company, Stuzo;

- Community Hero Award - Ryan Boyer, Business Manager of the Laborers' District Council of Philadelphia & Vicinity, and the Philadelphia Building and Construction Trades Council;
- Corporate Leadership Award - Jasmine Sessoms, Senior Vice President, Hilco Redevelopment Corporation; and
- Lifetime Achievement Award - Enon Tabernacle Baptist Church

Dr. Waller requested that the Board forward to Dr. Zanjani the names of individuals that the Foundation can solicit for sponsorships.

Dr. Waller encouraged everyone to continue making connections to facilitate additional support. She thanked the Board for supporting academic and student success. Dr. Waller congratulated Dr. Generals on receiving the Globy Award for Educational Leadership on December 12, 2022.

(4) Student Outcomes Committee
November 3, 2022

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on November 3, 2022. She stated that much of what the Committee discussed was reviewed earlier in the meeting. Ms. Fulmore-Townsend stated that the Student Outcomes Committee of November 3 focused on updates from various aspects of the College, including enrollment. She noted that Drs. Marshall and Rooney have been working together to integrate the information. Ms. Fulmore-Townsend stated that the Committee was also provided with updates on the Catto Scholarship and the Center for Male Engagement (CME) and I am More Program.

Ms. Fulmore-Townsend stated that as we look at enrollment, we need to look at the total student body and how we should think about the new students that we are facing. We need to ask what we are counting. We need to clarify as a Board what is the principle by which we are guided. Ms. Fulmore-Townsend stated that there are many paths toward enrollment stability, retention, and reengagement of students, and that some methods require different strategies and are labor intensive.

Ms. Fulmore-Townsend stated that the Committee discussed the Catto Scholarship update and celebrated its accomplishments. Regarding the Center for Male Engagement (CME) and the I am More Program, she stated that CME has been taking advantage of discretionary funds that the College has been giving, and that has helped to pay off outstanding debts for students. Ms. Fulmore-Townsend stated that that CME will be receiving a grant of \$600,000 from the U.S. Department of Education to support the work of CME. Ms. Fulmore-Townsend stated that in alignment with the College's DEI Strategic Plan and the 6th DEI Pillar, the Division of Academic and Student Success is recruiting 12 faculty to be become Academic Equity

Coaches to work across and within departments to implement interventions and strategies to improve access, retention, and passing rates for male students of color in selected courses for spring 2023. Ms. Fulmore-Townsend stated that the Committee also discussed the expansion of partnerships such as articulation with four-year institutions and expansion of partnerships with employers.

Ms. Fulmore-Townsend stated that the Committee ended the conversation with the following: What makes CCP special? She stated that our level of support of students is unmatched. We want to do more of that for the next generation.

Several Board members asked for clarification regarding the meaning of acceptance rate. It was explained that acceptance rate means that the individual has moved one step forward in the enrollment process. It was agreed that language and opportunities will be discussed at a future meeting of the Student Outcomes meeting.

(5) Workforce Subcommittee
November 3, 2022

Ms. Ireland reported that the Workforce Subcommittee met on November 3, 2022. She stated that the Subcommittee had an opportunity to meet with two of the Workforce and Economic Innovation senior staff, namely, Tiffany Spraggins, Director of Power Up Your Business, and Michele Talbert-Horsey, Director of Career Connections.

Ms. Ireland stated that Ms. Spraggins has been at the College since May of 2022. She stated that Ms. Spraggins provided a summary of her background working at the Enterprise Center for 11 years and is a graduate of Community College of Philadelphia. Ms. Spraggins provided an overview of her programmatic priorities for the coming year.

Ms. Ireland stated that Ms. Talbert-Horsey has over 23 years of experience in higher education based in student success. She stated that Ms. Talbert-Horsey is a licensed counselor and a 2-year college alumna from a community college in Maryland. Ms. Ireland stated that Ms. Talbert-Horsey also provided an overview of her priorities for the coming year.

Ms. Ireland stated that the Committee was provided with an update on the Education Design Lab Initiative. She stated that the presentation was timely based on the presentation by Scott Van Pelt to the Board about the future of education. Ms. Ireland stated that the College has been partnered with the Education Design Lab in creating micro-pathways and more shorter-term programs. Ms. Ireland stated that Dr. Rege made a presentation on the College's work to date.

(6) Business Affairs Committee
November 3, 2022

Mr. Epps stated that the report of the Business Affairs Committee of November 3, 2022 was made at the November 3, 2022 Board meeting. The Business Affairs Committee minutes of November 3, 2022 were attached to the Board materials for information only. The Business Affairs Committee did not meet later in November and no meeting was held in December. The next meeting of the Business Affairs Committee is scheduled for Wednesday, January 18, 2023 at 9:00 a.m.

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

Mr. Epps reported that the Executive Committee met on December 19, 2022.

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

Mr. Epps reported that the Committee reviewed and discussed the Trustee procedures for nomination and election of Community College of Philadelphia Board elected officers (**Attachment C**). He stated that the Committee was recommending Board approval of the Trustee Procedures.

Ms. Ireland moved, with Mr. Bradley seconding, that the Board approve the recommendation of the Executive Committee. The motion carried unanimously.

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

Mr. Epps reported that the Committee reviewed and discussed the Revised Policy 212, Community College of Philadelphia Conflict of Interest Policy, and the Board of Trustees Conflict of Interest Policy (**Attachment D**). He stated that the Committee was recommending Board approval.

Ms. Posoff moved, with Mr. Herzog seconding, that the Board approve the recommendation of the Executive Committee. The motion carried unanimously.

(c) Update on Purchase of 4701 Chestnut Street Property

Ms. Zellers provided an update on the purchase of the parking lot from District Council 33. She stated that the Board approved a Resolution on September 1, 2022 to exercise the right of first refusal under the lease to purchase the property.

At the request of Ms. Zellers, Mr. Eapen reported that Phase I and II Environmental testing has been performed on the property, and that no issues have arisen that would cause the College administration to not recommend moving forward with the purchase and closing. Mr. Eapen stated that there are no issues that prevent the continued and safe use of the property as a parking lot for the Career and Advanced Technology Center (CATC). Mr. Eapen stated that if the College decides to construct a building in the future, the reports show heavy rock in the ground that would increase construction costs as well as ground water issues that would need to be addressed. Mr. Eapen stated that it may not be feasible to use the property for residential purposes without first eliminating or preventing direct contact with the soils, such as by excavating the soils or by covering them with an impervious cap (e.g., asphalt, concrete, clay, or building). Mr. Eapen stated that there are no liens on the property. He stated that the College administration continues to recommend purchasing the lot in accordance with the terms of the September 1, 2022 Resolution approved by the Board of Trustees. Mr. Epps stated that the cost for the purchase of the property will be paid from the College reserves.

(8) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of November 3, 2022
- (b) Gifts and Grants

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

(9) Report of the Chair

(a) Tour of Northeast Regional Center

Mr. Epps thanked members of the Board for attending the Board meeting in person. He stated that he and several Board members had participated in a tour of the Center. He thanked the staff at the Center for providing an excellent tour. He stated that the facility was impressive.

(b) Board Retreat, December 1, 2023

Mr. Epps stated that he was excited about the Board Retreat and the highlights of the day. He asked members of the Board to forward thoughts and comments regarding the Retreat to him and Dr. Generals.

(c) Capital Campaign

Mr. Epps stated that he is very enthusiastic about the Capital Campaign. He asked members of the Board to contribute to the Campaign.

(d) ACCT Legislative Summit

Mr. Epps reminded members of the Board of the Association of Community College Trustees Legislative Summit scheduled February 5-8, 2023 at the Marriott Marquis, in Washington, DC. Members of the Board interested in attending may contact the President's Office for meeting arrangements.

(10) Old Business

There was no old business discussed.

(11) New Business

Dr. Marshall introduced Dr. Vance Gray, the new Associate Vice President for Academic and Student Success. Dr. Gray officially started at the College on January 3, 2023. Dr. Marshall stated that Dr. Gray holds a Doctorate in Political Science and Master of Business Administration from Clark Atlanta University. He received his bachelor's degree in English Literature from the University of Washington and brings over 15 years of higher education experience. Dr. Gray previously served as the Dean of the Division of Social Sciences at Atlanta Metropolitan State College and most recently, Dean of Instruction and Academic Affairs at Olive-Harvey College of City Colleges of Chicago.

Members of the Board welcomed Dr. Gray to the College.

(12) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, February 2, 2023, at 3:00 p.m. in the Pavilion Klein Cube, Room P2-3/Hybrid.

The meeting adjourned at 4:50 p.m.

(13) Executive Session

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

Enrollment Report (January 3, 2023)

Attachment A

Executive Summary

- Enrollment for the winter and spring terms is still up year-over-year, but spring margins have shrunk to 1.3 percent continuing to coincide with a lower rate of enrollment during the current cycle among continuing/returning students.
- The deficit in our spring 2023 enrollment numbers among continuing/returning students is continuing to grow.
- The breakdown of classes with few to no seats has been excluded from this iteration of the report since we are just two weeks out from the start of the spring term.
- We experienced a significant influx in summer applications which brought us from a 7 percent year over year deficit to a 12 percent gain in applications for that term.

Year over Year by Term

Winter 2023 Highlights

- Winter enrollment is currently up by 8.1 percent year-over year (current year: 546 students | last year: 505 students) with 43 more students than last year's end-of-term headcount (503 students).
- Winter enrollment numbers are up 59.1 percent since 2019.

Spring 2023

- Spring headcount is currently up by 1.3 percent year-over-year (current year: 8,504 students | last year: 8,394 students)
 - o Spring credit count is currently up 7.3 percent (current year: 75,990 | last year: 70,824).
 - o Spring headcount among returning students is down 3.1 percent (current year: 7,563 students | last year: 7,804 students) with a 9.5 percent deficit among part-time students.
 - o We continue to enroll returning students at a lower rate than what we accomplished last year.
 - o We have reached 81.6 percent of our overall target enrollment for spring 2023.
- The next spring semester drop for non-payment will take place on Monday, January 9.

	Current		End of Term		End of Term	
	202310		202210		202110	
New	936	11%	1,210	12%	1,350	11%
Return	6,662	78%	7,768	74%	9,093	75%
Stop Out	913	11%	1,449	14%	1,754	14%
Grand Total	8,511	100%	10,427	100%	12,197	100%

Enrollment Report (January 3, 2023)

Year-Over-Year 2022 to 2023 Spring New Student Enrollment

*Enrollment Numbers As of 12/18	Spring 2022	Spring 2023	Variance %
Overall New Student Enrollment	499	846	69.5%
New Student Spring Enrollment (12/19 to 1/2)	114	119	4.3%
Acceptances (placed and confirmed enrollment)	1,576	2,302	46%
Spring applications	5,235	6,366	21.6%

Spring 2022 as of 2022-01-03			Spring 2023 as of 2023-01-02		
Applications	Accepted	Enrolled	Applications	Accepted	Enrolled
5,235	1,576	499	6,366	2,302	846

NEW 1st TIME Avg Days - Applied to Test 27 Avg Days - Applied to Accept 37

	Spring 2021	Spring 2022	Spring 2023	Var Prior Year		Spring 2021	Spring 2022	Spring 2023
	1/4/2021	1/3/2022	1/2/2023					
Applications	2,310	2,198	2,777	26%	Accept Yield	16%	21%	28%
Accepted	379	476	769	62%	Enroll Yield	42%	34%	47%
Enrolled	159	160	365	128%				

TRANSFER Avg Days - Applied to Test 20 Avg Days - Applied to Accept 29

	Spring 2021	Spring 2022	Spring 2023	Var Prior Year		Spring 2021	Spring 2022	Spring 2023
	1/4/2021	1/3/2022	1/2/2023					
Applications	1,138	1,055	1,182	12%	Accept Yield	30%	30%	29%
Accepted	345	326	346	6%	Enroll Yield	37%	28%	42%
Enrolled	126	91	146	60%				

READMIT Avg Days - Applied to Accept 20

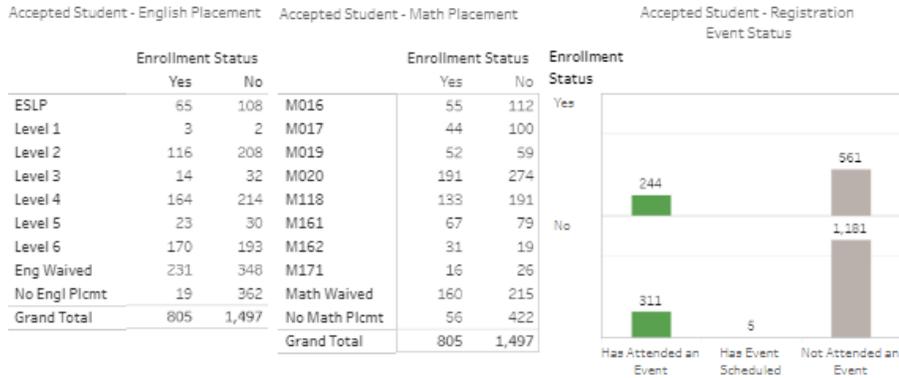
	Spring 2021	Spring 2022	Spring 2023	Var Prior Year		Spring 2021	Spring 2022	Spring 2023
	1/4/2021	1/3/2022	1/2/2023					
Applications	987	803	930	16%	Accept Yield	70%	60%	61%
Accepted	694	488	566	16%	Enroll Yield	24%	22%	31%
Enrolled	168	105	178	70%				

GUEST Avg Days - Applied to Accept 5

	Spring 2021	Spring 2022	Spring 2023	Var Prior Year		Spring 2021	Spring 2022	Spring 2023
	1/4/2021	1/3/2022	1/2/2023					
Applications	608	566	486	-14%	Accept Yield	37%	34%	97%
Accepted	222	193	474	146%	Enroll Yield	69%	56%	22%
Enrolled	153	109	106	-3%				

Enrollment Report (January 3, 2023)

****There are currently 545 new students that require foundational mathematics have not yet registered for courses. There are currently 486 w students require developmental English have not yet registered for courses.**



Summer 2023

- While registration for summer 2023 courses has not yet started, we are processing applications for admission into the College and accepting students.
- At current, we have 12 percent more summer applications than we had at the same point in time last year (current year: 783 applications | last year: 699 applications).
- Acceptances continue to outpace last year's numbers by nearly double the number of students (current year: 137 students | last year: 78 students).

Summer 2022 as of 2022-01-03			Summer 2023 as of 2023-01-02		
Applications	Accepted	Enrolled	Applications	Accepted	Enrolled
699	78	0	783	137	0

Enrollment Report (January 3, 2023)

Appendix: Spring 2023 Enrollment by Major

	201910	202010	202110	202210	202310
MAJOR	12/30/2018	12/29/2019	1/4/2021	1/3/2022	1/2/2023
Accounting	171	136	115	98	101
Acct. Paraprofessional PC	17	15	18	13	16
Acting Proficiency Certificate	1		1	1	3
Addiction & Recovery Stud Cert					2
Adv. Auto Repair Prof. PC				1	4
Advance at College	381	274	38	10	3
Applied Engineering Technology				41	66
Applied Sci & Engr Tech	68	57	60	26	12
Applied Studies		1	1	1	
Arch & Int Des - Architecture	1			1	
Architectural Visualization PC	6	2	1	3	4
Architecture	38	64	67	71	84
Art and Design	211	248	169	170	216
ASL-INT I PC		2	6	7	11
ASL-INT II PC				1	1
ASL/English Interpreting	34	33	22	17	13
Auto Tech-Auto Mngt & Mktg Op	1	2			
Auto Tech-Auto Svc Tech Op	24	7	5	2	1
Automotive Service I PC	2	1		6	11
Automotive Service II PC				1	1
Automotive Technology	52	48	34	42	41
Behavioral Health/Human Serv	488	413	272	225	199
Biological Sciences			20	42	140
Biology	119	138	138	94	67
Biomedical Equip Tech I PC	13	21	14	8	7
Biomedical Equip Tech II PC		1			
Biomedical Equipment Tech				3	9
Black Studies		5	2	2	6
Building Science	6	3		2	1
Business	115	52	17	12	5
Business - Accelerated	2	12	6	2	
Business - General	999	1080	801	761	720
Business Administration	226	91	24	11	6
Business Leadership		17	29	53	70
Business Leadership PC		5			8
Chemical Technology	3	1	1		
Chemistry	36	43	30	24	24

Enrollment Report (January 3, 2023)

Clinical Assistant Prof. Cert.	8	3	1		
Clinical Laboratory Technician	4	1			
CNC Numeric Controls					1
Communication Arts/Speech	1	1			
Communication Arts/Theater	1				
Communication Studies Program	142	94	60	63	69
Comp Asst Des Tech Cert	1	1	1		
Comp Info Sys/Information Tech	513	534	382	325	352
Comp Info Sys/Internet Oper	2				
Computer Assisted Des Tech	16	5	1		
Computer Forensics	3		1	1	
Computer Programming I PC		20	18	22	39
Computer Programming II PC			1		
Computer Science	145	188	155	150	144
Construction Management	57	59	46	34	56
Construction Technology	2				
Corp Social Responsibility PC		1			
Creative Writing Cert	12	22	14	13	13
Criminal Justice		191	192	202	206
Culinary Art II PC			2	1	1
Culinary Arts	106	94	55	45	51
Culinary Arts I PC	10	3		3	5
Culinary Arts Proficiency Cert	1				
Culture Science & Technology	504	218	93	40	21
Cybersecurity	77	79	80	77	113
Cybersecurity I Prof. Cert.	7	12	8	4	14
Data Science Proficiency Cert.			3	7	6
Dental Hygiene	48	52	30	20	43
Diagnostic Medical Imaging	32	36	23	20	39
Digital Forensics	19	8	2	1	
Digital Image Proficiency Cert	1	3	2		
Digital Investigations PC			2	1	1
Digital Video Production	84	94	54	55	64
Digital Video Production PC	3	9	6	5	3
Early Childhood Education	1				
Early Childhood Education PC	7	13	7	2	3
Ed Early Child-birth-4th grade	416	386	316	287	271
Ed Mid Level (4th-8th grade)	43	54	29	13	5
Education - Elementary				1	1
Education - Middle and Sec Lvl				22	51
Education - Sec Hum/Citizen		2			

Enrollment Report (January 3, 2023)

Education - Sec Hum/Social	39	31	24	16	8
Education - Sec Math/Science	16	13	12	4	2
Electronic Discovery PC	1	1		1	
Energy Conservation Cert	2	1	1	1	
Engineering Science	93	82	71	58	58
English	129	114	69	71	62
Entrepreneur. & Small Bus PC				3	1
Entrepreneurship PC	8	4	7	3	1
Facilities Management		6	6	7	7
Facility Mngt - Construct	5	1	1		
Facility Mngt - Design	59	24	8	8	4
Fashion Merchandising & Mktg		23	20	25	32
Fashion Ret Sales & Cus Svc PC			1	1	
Fire Sci and Public Safety PC					2
Fire Science	18	16	9	6	6
Gateway to College	58	52	8		
Geog Info Sys Proficiency Cert	1				
Guest Student	187	263	89	23	12
Health Care Studies	3223	3473	2778	2355	2399
Health Services Management	101	80	76	54	42
Hospitality Management	54	19	5	4	1
Human Services Certificate	13	20	13	10	15
Human Services Leadership PC					1
Individualized Studies				2	2
Interior Design	14	21	36	34	41
International Studies	46	44	27	32	26
Justice	339	169	69	24	5
Justice Certificate	3	1			
Lib Arts/General Option	89	39	19	12	8
Lib Arts/Honors Option	50	21	20	13	3
Lib Arts/Humanities Option	2	2		1	
Lib Arts/Soc & Behav Sci	141	122	109	88	71
Lib Arts/Soc & Behav Sci Opt	13	18	6	6	3
Liberal Arts	1569	1370	1087	727	611
Liberal Arts/Honors				9	5
Management	1			1	
Mass Media	96	75	46	33	27
Mathematics	16	16	13	12	11
Med Ins Bill Proficiency Cert	26	18	26	27	22
Med Office Asst Prof Cert	1				
Medical Assistant			1	1	1

Enrollment Report (January 3, 2023)

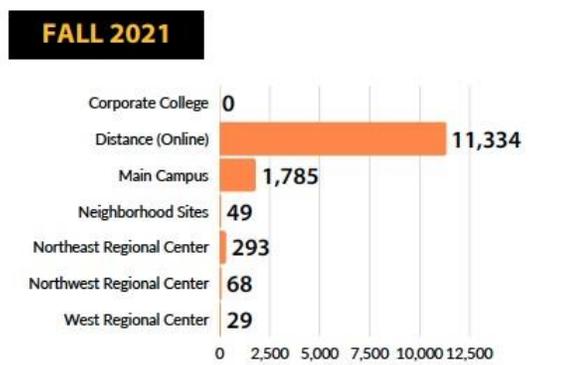
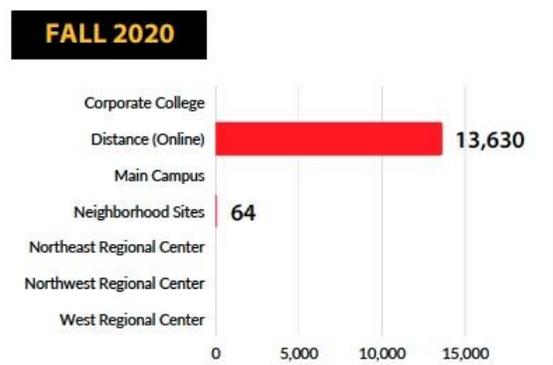
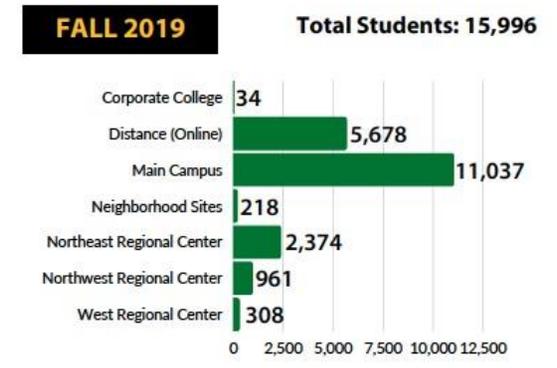
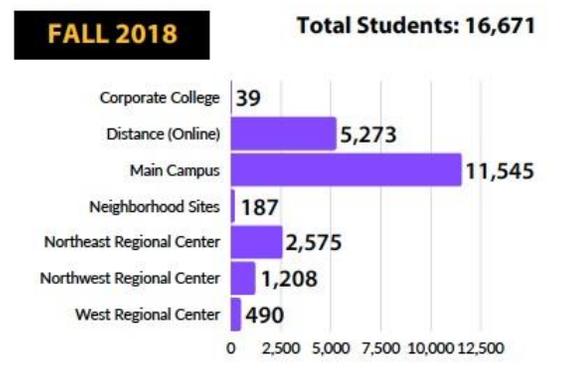
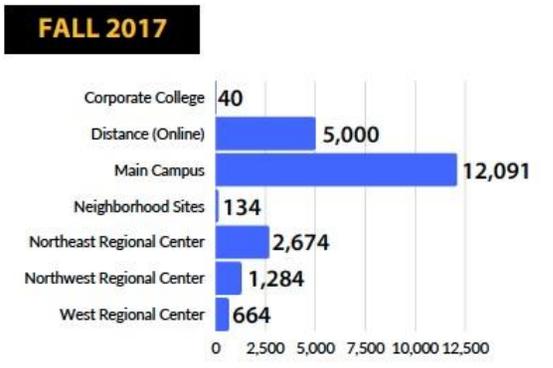
Medical Assistant Prof. Cert.	10	2	3	14	12
Medical Assisting	1				
Medical Laboratory Technician	36	35	36	33	36
Mobile App Development PC					2
Music Performance	22	26	19	25	19
Music Production Prof. Cert.	2	8	7	17	14
Music/Performance Option	4	3			
Network Administration				6	8
Network Tech Mgmt and Admin	15	14	12	3	1
Network&Sys Proficiency Cert	10	10	5	4	2
Non Credit		2			
Non-matriculated	237	182	649	531	518
Nursing	241	266	287	260	260
Ophthalmic Technician PC		1			
Paralegal Studies	77	66	53	51	46
Paralegal Studies Prof. Cert.	33	28	31	25	24
Patient Service Representative	1	1		1	1
Personal Training Prof. Cert.				2	5
Photographic Imaging	40	40	24	30	18
Photography					14
Photography Proficiency Cert					3
Post-BA Accounting PC	7	14	22	17	9
Proc Tech I Proficiency Cert	2	2	1	1	
Project Management Prof. Cert.				1	8
Psychology	450	421	397	382	384
PT Serv Rep Proficiency Cert	7	7	7	4	6
Public Health				12	28
Recovery Leadership PC	1	2		1	1
Recovery&Transform Certificate	2	3			
Religious Studies	11	4	4	2	2
Religious Studies Prof. Cert.				2	1
Respiratory Care Technology	48	49	26	22	37
Science	2				
Secretarial Science	1	1			
Soc&Human Svc Proficiency Cert	1				
Software Dvlp Proficiency Cert	23	12	4	1	
Sound Recording & Music Tech	71	83	39	44	48
Technical Studies	2		1	1	1
Technical Theater Prof. Cert.					2
Theater	59	54	28	23	34
Tourism & Hospitality Mgmt PC			1	2	1

Enrollment Report (January 3, 2023)

Tourism and Hospitality Mngt		48	33	28	22
Toyota T-Ten					7
Web and Mobile App Development					10
Web Developemnt Prof. Cert.	8	3	2		
Web Development I Prof. Cert.		2	9	12	7
Youth Work Certificate		1			

2.8: ENROLLMENT BY CAMPUS LOCATION

The charts show the number of students enrolled at each campus location. Because a student can be enrolled at more than one location, each term reflects a duplicated count. A student is only counted in each location per term, but can be counted in multiple locations if they were enrolled at more than one.



Attachment C

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 D

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
Meeting of the Board of Trustees
Thursday, January 5, 2023–3:00 p.m.
Northeast Regional Center
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Epps, presiding; Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Rob Dubow, Ms. Chekemma Fulmore-Townsend, Mr. Steve Herzog, Ms. Sheila Ireland, Mr. Tyrell McCoy, Ms. Mindy Posoff, Ms. Roz McPherson, 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. Karen Rege, Dr. Judith Gay, and Dr. Ellyn Jo Waller

(1) Meeting Called to Order

Mr. Epps called the meeting to order and welcomed members of the Board to the Northeast Regional Center. Mr. Epps wished the Board a Happy New Year and reviewed the goals for the meeting.

Mr. Epps stated that Ronald Bradley will be resigning from the Board of Trustees effective March 31, 2023. He stated that the College will work with PECO to identify a replacement to fill Mr. Bradley's term. On behalf of the Board of Trustee, Mr. Epps congratulated Mr. Bradley on his retirement, and wished him the best in his future endeavors.

(2) Public Comment

There was no request for Public Comment.

(3) Report of the President

Dr. Generals welcomed the Board and wished everyone a Happy New Year.

(a) Middle States Update

The Board was informed that the College had received the list of team members for the Middle States visit scheduled March 19-22, 2023.

(b) Enrollment Update

The Board was provided with a presentation of the status of enrollment for the winter term and spring 2023 terms.

The Board was provided with an update on HyFlex course design.

(c) Pennsylvania Society

The Pennsylvania Society weekend took place December 2-4, 2022 in New York City.

(d) Announcements

The Board of Trustees congratulated Ms. Witherspoon on her new position as Eastern Regional Director for Senator Fetterman.

(e) Foundation Report

The Board was provided with the following updates:

- Funding received from both public/governmental and private/philanthropic fundraising initiatives since July 1, 2022;
- Alumni relations experiential learning program that is being developed to engage alumni; and
- Major Gifts and Capital Campaign.

On behalf of the Foundation, Dr. Waller provided the following updates:

- The Foundation annual report for fiscal year 2022 is complete and available at ccp.edu/far;
- Fundraising has begun for both the Annual Giving Campaign and the Black and Gold Gala;
- The 2023 Black and Gold Gala will be held on Wednesday, June 7, 2023, at Vie. Honorees for the Gala have been selected;

(4) Student Outcomes Committee
November 3, 2022

The Student Outcomes Committee met on November 3, 2022. The meeting focused on updates of enrollment, the Catto Scholarship, and the Center for Male Engagement and the I Am More Program.

(5) Workforce Subcommittee
November 3, 2022

The Workforce Subcommittee met on November 3, 2022. The Subcommittee met with two of the Workforce and Economic Innovation senior staff. The Committee also discussed the Education Design Lab Initiative.

(6) Business Affairs Committee
November 3, 2022

The report of the Business Affairs Committee of November 3, 2022 was made at the November 3, 2022 Board meeting. The next meeting of the Business Affairs Committee is scheduled for Wednesday, January 18, 2023 at 9:00 a.m.

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

The Executive Committee met on December 19, 2022.

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

The Board approved the Recommended Trustee Procedures: Nomination and Election of Community College of Philadelphia Board Elected Officers.

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

The Board approved Revised Policy 212, Community College of Philadelphia Conflict of Interest Policy, and the Board of Trustees Conflict of Interest Policy.

(c) Update on Purchase of 4701 Chestnut Street Property

The Board was provided an update on the purchase of the parking lot from District Council 33.

(8) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions Meeting of November 3, 2022
- (b) Gifts and Grants

(9) Report of the Chair

(a) Tour of Northeast Regional Center

Several members of the Board of Trustees participated in the tour of the Northeast Regional Center.

(b) Board Retreat, December 1, 2023

The Board was requested to submit to Mr. Epps and Dr. General's thoughts and comments regarding the December 1, 2023 Board Retreat.

(c) Capital Campaign

The Board was reminded to contribute to the Capital Campaign.

(d) ACCT Legislative Summit

The Association of Community College Trustees Legislative Summit is scheduled February 5-8, 2023 at the Marriott Marquis, in Washington, DC.

(10) Old Business

There was no old business discussed.

(11) New Business

The Board welcomed Dr. Vance Gray, the new Associate Vice President for Academic and Student Success.

(12) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, February 2, 2023, at 3:00 p.m. in the Pavilion Klein Cube, Room P2-3/Hybrid.

The meeting adjourned at 4:50 p.m.

(13) Executive Session

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

**Community College of Philadelphia
Meeting of the Board of Trustees
February 2, 2023
Office of Institutional Advancement
Record of Grants and Gifts FY23**

Summary by Source:

	FY 2023		FY 2022	FY2023 and FY2022
Held by College	12/16/22 - 1/15/23	Fiscal Year To Date 7/1/22 - 1/15/23	Fiscal Year To Date 7/1/21 - 1/15/22	Variance 7/1 - 1/15
Federal	\$ 94,000	\$ 7,290,379	\$ 5,102,031	\$ 2,188,348
State	\$ -	\$ 3,130,873	\$ -	\$ 3,130,873
Local / City	\$ -	\$ -	\$ -	\$ -
Total	\$ 94,000	\$ 10,421,252	\$ 5,102,031	\$ 5,319,221
Held by Foundation (Cash-in-Hand)	12/16/22 - 1/15/23	Fiscal Year To Date 7/1/22 - 1/15/23	Fiscal Year To Date 7/1/21 - 1/15/22	Variance 7/1 - 1/15
Corporation	\$ 149,200	\$ 586,775	\$ 268,163	\$ 318,612
Foundation	\$ 331,892	\$ 1,228,638	\$ 1,377,935	\$ (149,297)
Individual	\$ 28,870	\$ 235,382	\$ 533,246	\$ (297,865)
Organization	\$ 2,360	\$ 67,092	\$ 27,120	\$ 39,972
Total	\$ 512,322	\$ 2,117,887	\$ 2,206,465	\$ (88,578)
TOTAL	\$ 606,322	\$ 12,539,139	\$ 7,308,496	\$ 5,230,643

PUBLIC / GOVERNMENT SUMMARY

Since Meeting of January 5, 2023

- U.S. Department of Education awarded \$94,000 in supplemental funding for year 2 of 5 for Strengthening Minority-Serving Institutions to support the Center for Male Engagement. The grant period is 10/1/22 to 9/30/23.

PRIVATE / PHILANTHROPIC SUMMARY (Cash-in-Hand)

Since Meeting of January 5, 2023

- Comcast NBCUniversal gave \$100,000 for Advance at College – Dual Enrollment (EITC).
- Independence Blue Cross Foundation gave \$33,920 for Independence Blue Cross Foundation Healthcare Scholars Program.
- Independence Foundation gave \$25,000 for 19130 Zip Code Project and Data Collection.
- J. P. Morgan Chase Foundation gave \$250,000 for Philadelphia Tech Pipeline Collaborative Planning.
- MOSI Foundation gave \$15,366.65 for the MOSI Foundation Endowed Scholarship.
- Parx Casino gave \$38,000 for Strong Lives, Strong Futures, Strong Men Scholarship; the Parx Diversity and Inclusion Partnership; the Office of Collegiate Recovery; the MarcDavid LGBTQ Center; and the Center for Male Engagement.
- Private donor gave \$10,354.31 for the Pierce Family Scholarship.

BOARD RESOLUTION
Appointment of Directors for CCP Career & Advanced Technology, Inc.
February 2, 2023

WHEREAS, on or about July 6, 2021, the CCP Career & Advanced Technology Center, Inc. (“CCP CATC, Inc.”) was recognized as a 501(c)(3) non-profit organization retroactive to October 20, 2020 for the purpose of benefitting the Community College of Philadelphia;

WHEREAS, under the CCP CATC, Inc. bylaws, the College’s Board of Trustees are to appoint five (5) Directors to the CCP CATC, Inc. each year with two directors being members of the College’s Board of Trustees, one Director being the College’s President and the final two (2) members of the CCP CATC, Inc. Board shall be individuals who are not currently a director, trustee, member of senior leadership, officer or employee of the College (or spouses of such persons) (each, a “Disaffiliated Director”);

WHEREAS, on June 2, 2022, the Board of Trustees for the College appointed the following Directors to the CCP CATC, Inc. for July 1, 2022 through June 30, 2023 or until such time as any replacements are made by the College’s Board of Trustees: Mr. Jeremiah White and Mr. Ronald Bradley from the College’s Board of Trustees; the College’s President as also the *ex officio* appointee under the CCP CATC, Inc., bylaws and Mr. Gerald Jones and Mr. Anthony Simonetta as the Disaffiliated Directors for the CCP CATC, Inc.;

WHEREAS, Mr. Ronald Bradley has announced his intent to retire from the College’s Board of Trustees in the upcoming months and he will need to be replaced as a Director for the CCP CATC, Inc. Board;

NOW THEREFORE, on this 2nd day of February, 2023, the College’s Board of Trustees appoints College Trustee Robert Dubow as a Director to the CCP CATC, Inc. Board of Directors through June 30, 2023 or until such time as any replacements are made by the College’s Board of Trustees.

February 2023 Events

Join us in celebrating Black History Month this February! Our heritage celebrations will explore topics related to Black agriculture and farming with our theme *If You Can't Feed Yourself, You Can't Free Yourself: Highlighting Black Farming and Agriculture, and Food Sovereignty*. Together we will look for ways to come together to end food insecurity and support Black food sovereignty in our city and neighborhoods.

February 1

Black History Month Kick off | Bonnell Circle | 10 a.m.

We will be giving away 100 Africa outline flags and discussing what we have in store for this February. Wear your favorite African attire, grab a snack and get ready for all of the excitement to come.

February 2

LIFE Student Leadership Certificate Series | 1 to 2 p.m. | Winnet Building, Lobby
Philadelphia LEADS, the Student Leadership Society, is rolling out a new leadership program, LIFE. The LIFE leadership program is delivered through experiential learning experiences throughout the academic year:

L—Lead, I—Innovate, F—Flourish, E—Educate

DO MORE AT CCP: Get Involved on Campus | 10 a.m. | Winnet Building, Rm S1-12

Recruiting students born on the continent of Africa, in the West Indies, in Afro-Caribbean nations, Afro-Latin nations, or born right here in the U.S. and are proud African Americans! The All Black Student Alliance wants you! WE are stronger together.

February 8

African Drum Opening & Performance | 10:30 to 11:30 a.m. | Great Hall, Room S2-19;
Understanding African History, Culture and Its Influence on the Western World
| 11:30 a.m. to 12:30 p.m. | Great Hall, S2-19

Join us in celebrating Black heritage with scholar and activist, James Small. Professor Small has taught Black Studies at various institutions for fifteen years and has traveled extensively throughout the United States, the Caribbean, Europe and Africa to host lectures, seminars, workshops and more.

February 9

"Trigger" Film Screening and Discussion | 11:20 a.m. | Bonnell Auditorium

In collaboration with the Department of Behavioral Health & First Person Arts, the College is hosting a public screening of the Film "Trigger," a film is about the city wide gun violence epidemic. Panelists will offer enlightened solutions and next steps toward overcoming this issue.

February 2023 Events

February 14

Black History Luncheon and Book Discussion with Dr. Donald Generals | 11:20 a.m. to 12:50 p.m. | The Great Hall, Room S2-19

Our very own College president, Dr. Donald Generals, will be giving a keynote speech on his book, *Booker T. Washington: The Architect of Progressive Education*. This work unveils Washington's contributions as a pivotal African American educator. Likewise, it exposes the ignorance of his critics and the distortions that have defined his legacy.

Akoma Day | 10 a.m. to 2 p.m. | Winnet Lobby

Nya Akoma! That's what you can say to spread love on [Akoma day](#), otherwise known as Black Love Day. Akoma is an adinkra symbol that means "the heart." It represents love, unity, and endurance, and promotes a culturally relevant celebration of African spirituality. Come to celebrate with treats, good vibes and great conversation!

February 21 and 22

Black Farmers and Growers Expo | 11 a.m. to 2p.m. | Pavilion Cafeteria

Receive free vegetables, hear about internships and volunteer opportunities. Featuring Mill Creek Farm, Grady's Community Garden and many more!

February 23

Grady's Community Garden Fresh Produce Giveaway and Harvest Day | 1:30 p.m. | Grady's Garden

Join us for a Garden hangout and fresh produce giveaway!

February 27

Black History Month Fireside Chat | 11 a.m. | Winnet Lobby

Our College president, Dr. Generals, is known for creating thoughtful dialogue and inclusive conversations at his fireside chats. Open your mind and bring your ideas on the pertinent topics that have been covered throughout the month.

February 28

Afro Beat Day Party with Yasirdadeejay | 1 to 2 p.m. | Winnet Courtyard

Help us close the month out in style. We're dancing to Afro Beat music! Bring your moves or come for some friendly conversation and music appreciation.