

Meeting of the Board of Trustees, Thursday, October 5, 2023, 3:00 p.m. Isadore A. Shrager Boardroom, M2-1/Hybrid

AGENDA

(1) Meeting Called to Order

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

- Update the Board on Enrollment
- Update the Board on Strategic Planning

(2) Public Comment

(3) Executive Session

The Board will convene in Executive Session for an update on labor negotiations, personnel matters, and real estate. The Board will return following the Executive Session.

(4) Report of the President

- (a) Update the Board on Enrollment Semester Start: Laptops for Success
- (b) Foundation Report (Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller)
- (c) Strategic Planning Update and Retreat Planning

(5) Policy Work Group

(6) Student Outcomes Committee, September 7, 2023

9.7.23 Student Outcomes Committee Minutes.pdf 3

(7) Business Affairs, September 20, and October 5, 2023

9.20.23 Business Affairs Committee Minutes.pdf 9

Agenda-Business Affairs Committee 10.5.23.pdf 18

(8) Executive Committee

- (a) President's Compensation (A)

(9) Consent Agenda (A)

(a) Proceedings and Minutes of Decisions and Resolutions Meeting of September 7, 2023

9.7.23 Board Proceedings.pdf 26

ATTACHMENT A - Enrollment Presentation.pdf 36

ATTACHMENT B - 19130 Zip Code Project.pdf 44

ATTACHMENT C -Ratification Resolution - September 2023.pdf 57

9.7.23 Minutes of Decisions and Resolutions.pdf 72

- (b) Gifts and Grants

Record of Grants & Gifts FY24.pdf 76

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

(d) Contract with Ellucian

(e) Purchase of PC's

(f) Casework for Dental Clinic Accreditation

(g) Amendment to the Elliott-Lewis Contract for Supplemental HVAC Engineers

(h) Blackbaud Contract Renewal

(10) Report of the Chair

(11) Old Business

(12) New Business

(13) Next Meeting

Thursday, November 2, 2023, 3:00 p.m.
Career and Advanced Technology Center,
4750 Market Street, Room 341 A&B/Hybrid

Committee Meetings

Workforce Subcommittee, Thursday, October 5, 2023, 2023
11:00 a.m. Center for Business and Industry, Room C2-5/Hybrid

Student Outcomes, Thursday, October 5, 2023,
1:00 p.m. – Library & Learning Commons
Room L1-13/ Hybrid and Thursday, November 2, 2023, 1:00 p.m.
Career & advanced Technology Center
4750 Market Street, Room 345/Hybrid

Business Affairs Thursday, October 5, 2023. 9:00 a.m.
Isadore A. Shrager Boardroom, Room M2-1/Hybrid, and Wednesday,
October 18, 2023, 9:00 a.m. – Isadore A. Shrager Boardroom, M2-1/Hybrid

Audit Committee Monday, October 16, 2023 – 10:00 a.m.
Isadore A. Shrager Boardroom, Room M2-1/Hybrid

Upcoming Events

Men of Color Conference Welcome Reception, Friday, October 13, 2023
5:30 p.m. – Library and Learning Commons Exhibit Hall

Men of Color Conference Saturday, October 14, 2023
9:00 a.m. – 3:00 p.m., Winnet Student Life Building, Great Hall
Room S2-19

Judge Edward R. Becker Citizenship Award, Wednesday, October 25,
2023, 8:30 a.m. Center for Business and Industry, 1751 Callowhill Street,
Room C2-5

Pennsylvania Commission for Community Colleges Virtual Statewide
Trustee Meeting, Tuesday, November 14, 2023, 6:00 p.m. – 7:30 p.m.

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

MEETING MINUTES

Thursday, September 7, 2023

1:00 p.m.

Hybrid

Zoom

&

Library Learning Commons, L1-13

1700 Spring Garden Street

Philadelphia, PA 19130

Presiding: Ms. Chekemma Fulmore-Townsend

Committee

Members: Ms. Mindy Posoff, Mr. Patrick Clancy, Ms. Sheila Ireland, Ms. Roz McPherson

Board

Participants: Mr. Harold Epps

College

Members: Dr. Donald Generals, Dr. Alycia Marshall, Dr. Vance Gray,
Dr. Mellissia Zanjani, Dr. David Thomas, Danielle Liautaud-Watkins

Guests:

Dr. Judith Gay
Dr. Lisa Sanders, Interim Dean of Liberal Studies
Dr. Amy Birge - Caracappa, Director of Assessment
Lizzie Gordon, Assessment and Evaluation Coordinator
Kara Crombie, Department Head Photographic Imaging

I. Public Session

- a) Introductions (I)
- b) Photography Associate of Applied Science (A.A.S.) Academic Program Review (A)

Dr. Amy Birge - Caracappa, Director of Assessment, shared that the faculty meets every semester to review the Photographic Imaging department's data and analyze and discuss the planned next steps moving forward. Since the previous audit, the department faculty and staff has worked to improve the courses, and program learning outcomes alignment. Dr. Birge - Caracappa stated that the next recommended action item is to increase enrollment at a steady pace. She shared that enrollment could increase depending on the interventions that are planned.

Dr. Birge - Caracappa explained she had a chance to monitor the effects of 22 courses that were revised and how the effects of those revisions, along with the convening of a new Advisory Committee, will help to monitor program metrics and improvements. She also shared that the Photography (PHOT) program is an early adapter of Guided Pathways which underwent a significant revision in 2017, providing students with a more coherent pathway to completion. Some of the key enrollment and demographic findings highlighted during the meeting was a peak in Fall 2018 enrollment of 63 students, and the lowest enrollment numbers of 28 students in Spring 2021. Following the enrollment decrease in 2021, the headcount increased by 75% by Fall 2022 to 49 students. The proportions of PHOT program students in each category of academic standing, e.g., good standing, dropped, or probation, mirror those of the College overall. A lower proportion of PHOT graduates transferred to another institution (25.0%, or three of twelve+ students) than graduates of the College overall (58.2%). The PHOT program enrolled a higher proportion of students identifying as black males (16.3%) than did the college overall (12.8%), and a higher proportion of students identifying as males of color (37.6%) than the College's overall average of the same group (25.1%). On average, the program enrolled a smaller proportion of students identifying as female (53.1%) than did the College overall (66.1%).

Trustee McPherson inquired about whether the enrollment data shared referenced self-identified students in terms of gender within the Photography program. Dr. Birge – Carracapa informed her that the category in question has not been specifically tracked.

Trustee McPherson stated that there are a few potential partnership opportunities with organizations such as Visit Philadelphia. The Chief Marketing Officer, Neil Frauenglass would possibly be interested in seeing the work of the photography students. She also shared that there is a cultural resources survey for the city that will present how people define arts, history, and preservation in their own neighborhoods.

Dr. Marshall informed the Board that there is an ongoing internal conversation around how gender should be tracked. The APR's typically track using traditional gender categories which is consistent with external requirements. She intends on having a conversation with Dr. Rooney about tracking self-identifying related gender data.

Trustee Fulmore-Townsend asked about how the Photography programs advisory committee was arranged. She inquired whether there were top expertise areas that were missing, and what some of the Photography department's needs are currently.

Ms. Kara Crombie, Department Head Photographic Imaging explained that the advisory committee consists of professionals working in the field at broadcast networks such as WHYY, and CBS Philly. Other collaborative relationships are with institutions such as the Made Eye Institute down the street. Photography

professionals on the advisory committee are also invited to critiques. At the end of the semester, there is a department critique where all the students come together and review work from other classes. This semester, in November there will be another meeting to address the emergence of AI in the field.

Trustee McPherson stated that Visit Philadelphia often contracts photographers which could potentially lead to internship opportunities for students.

Ms. Crombie shared information on a new course that is offered due to the curriculum revision, called *Community Photography Projects*, available for the first time this semester. For the class, students will work on a community project and design the career direction they want to pursue. For example, they can do projects in neighborhoods around the city which would allow them to gain professional experience, but also make connections between institutions and Philadelphia to do the projects.

Trustee Posoff asked a question regarding the assessments from 2013, and 2014 through 2023, which has been impacted by COVID, and how the program can be pushed further to stay on track with the changing technology in this field. Ms. Crombie informed the Board that the department is keeping up with technology software, and equipment, which is reviewed by an equipment manager, and the faculty, working professionals in the field and privy to industry trends. She further explained that a revised extensive curriculum was created to introduce five new courses, which includes a drone course.

Trustee Posoff asked about the marketing of the program. Ms. Crombie shared that the program has an Instagram page that shares what students are working on, and a Street Style book that features street style photography.

Trustee Fulmore-Townsend referred to page six of the APR with a question. She requested an explanation about the group of students who have zero credit versus the group of those who have one to 24 credits. Ms. Lizzie Gordon, Assessment and Evaluation Coordinator, explained that the orange category highlighting one to 24 credits earned represents first-year students, and 25 plus represents sophomores in their second year.

Trustee Fulmore-Townsend asked Dr. Marshall about her recommendations and perspective regarding the approval of the program. Dr. Marshall stated that she was impressed with the Photography program, and the curriculum revisions, as well as the increasing enrollment and retention. She recommended having the program approved for the next five years.

Trustee Fulmore-Townsend made a motion to approve the photography program for the next five years. Trustee McPherson seconded. All other committee members were in favor. The vote was unanimous to approve the Photography program for another 5 years and will be on the consent agenda for the October meeting.

(c) Academic and Student Success Divisional Plan Update

(I)

Dr. Marshall shared an update on the Academic and Student Success planning process currently being worked on while meeting the strategic plan's goals. While developing the plan, discussions were focused on divisional growth, and meeting the demands of students. She informed the Board of the leadership retreat in January at the Faith of Liberty Center. Following the retreat, there were 200-person division-wide planning sessions in April where the division was presented with the working vision and high-level priorities. Afterwards, the feedback from the division meeting was shared at the end of the academic year. The final divisional goals and priorities were officially shared with the entire division at the fall divisional meeting on August 29th. Individual departments are also developing their objectives and action items related to the divisional goals for Academic and Student Success. There are also student focus groups being conducted to find out what they would like the division to improve.

Dr. Marshall then highlighted a few of the divisional goals, and how the College's sixth pillar (Diversity, Equity and Inclusion) is integrated throughout the goals. She shared that her Aspen project featured a thorough review of CCP data by demographics which revealed the several alarming trends related to student success among students of color. Such findings revealed that African American students comprising 41% of the College's total student population is the lowest performing demographic at the College with lowest graduation and retention rates. The group also has the lowest rate of completion of Gateway math and English courses, and the lowest rates of transfer and completion of a bachelor's degree.

Overall, she expressed that the division is a community of learners, committed to student success through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. Initiatives established to provide support for faculty and staff in meeting divisional goals includes anti-racist training, HyFlex training, and onboarding for faculty and department heads.

Dr. Marshall introduced Dr. Vance Gray to the Board to discuss one specific focus for improving student learning outcomes at the college. Dr. Gray began his part of the presentation by stating the importance of prioritizing career goal attainment to ensure that students are ready for the workforce. While achieving the goal of improving student engagement, he suggested considering whether students are provided the appropriate support services, and if those services are equitable. He went on to further provide insight regarding racial equity change efforts that have been done at the college to eliminate racial gaps. Community College of Philadelphia was selected as one of seven institutions to participate in achieving the dreams Racial Equity Leadership Academy - an achievement that builds on the last eight or nine years of work that Dr. General's has put into place towards equity and closing racial gaps. Dr. Gray highlighted the following data: The percentage of African American students, successfully completing their Math and English courses in their first year is only 15%, resulting in 85% of

students left behind who are either withdrawing or dropping out. The average total credits that are completed by African American students in a year is 6.3 credits, which is less than a part time rate. The average total number of credits that are attempted by African Americans, again, is still the lowest of all racial demographics. They are not completing many of the courses they are taking and the time they're spending at the institution is drastically increasing. The proposed racial equity change effort is based on building an environment where targeted interventions in teaching and learning leads to improved student success outcomes.

Trustee Ireland asked for clarity with regards to the timeframe for improvement. Dr. Marshall explained that the information presented is a proposed five-year plan and will be ongoing as the departments work on their objectives and their action items. Following that, the leadership team will look at all the objectives, the action items, and identify KPIs. Certain efforts which are anticipated to have a broad impact will be prioritized within the first few years.

Trustee Ireland asked Dr. Gray if he had data that could help the Board better understand why the gap exists regarding the attainment rates in math and reading. Dr. Gray suggested that data can be gathered, however it might be anecdotal due to the development cycle for math and English and interventions that have been recently implemented. He alluded to the lack of test preparation students have when preparing to attend CCP, which might lead to unfavorable results. He referred to co-requisite developmental models that other institutions may have started using, such as University System of Georgia or the Tennessee university system. He shared that some of the CCP students are stuck in cycles of developmental education that doesn't allow them to move forward. He believes that the racial equity change effort will help moving forward. Dr. Marshall shared her perspective as a former math professor and stated that African American students have historically been disproportionately placed in developmental mathematics courses and have been underrepresented in STEM fields as a result.

Trustee McPherson shared that children of color have typically been discouraged from pursuing studies in STEM fields. She asked Dr. Generals, if a lack of preparedness is an issue when a student graduates from high school. Dr. Generals stated that the level of remediation continues to be off the charts. Nationwide, it's about 60% of students who come out of public schools, it's even more condensed in the city of Philadelphia. We tend to shy away from the math and sciences, however, Middle Eastern and African students come to the country seemingly far more advanced. The pandemic has also caused students to be two or three grades behind in terms of math and English and increasingly placed in developmental courses.

Dr. Marshall added that one of the short-term interventions to help solve the problem regarding representation might be peer support, and peer tutoring. Students who do well in the class, could support other students in the same classes, which could help the student who is having a hard time. Students tend to

be more motivated when they see others that look like them who are also successful in a field such as mathematics.

Trustee Clancey asked if there was a breakdown of the age group of the individuals. Dr. Gray informed him that the data was based on all the students and believes that there are 50% adult learners. We will work with Institutional Research to provide the official data analysis. Dr. Shannon Rooney shared that Dr. Eric Shannon, who is the Director of Institutional Research is working on ways to disaggregate the data by age group.

Trustee Posoff asked if there were any roadblocks while creating the community within the division and what internal or external tools are needed to make the change. Dr. Marshall informed her that the term community of learners originated from feedback from the faculty and staff that attended the sessions. This was intentionally incorporated to create a vision that included the community of learners statement with the goal of fostering a sense of community among the faculty and staff within the division to work towards our common goals. The conversation has always been focused on what's best for students, which has been instrumental in gaining buy-in and a common purpose. In terms of the community piece, people are starting to feel a sense of belonging and commitment towards our goals.

Trustee Fulmore-Townsend asked Dr. Marshall about the timeline of the divisional plan and goals. Dr. Marshall informed her that the objective items and action items of the plan will be fully fleshed out in October or November and the final comprehensive plan will be shared officially in the beginning of the spring semester.

Trustee McPherson expressed her sentiments regarding the emotional impacts when students are made to feel less than even when it's not supposedly intentional. Dr. Generals stated that basic skills, Accuplacer SATs, and GRE s were never intended to be a single factor in determining a person's abilities. Dr. Dave Thomas added that having observed various iterations of data through the years, he has noticed progress in various areas such as placement. Although we are not where we want to be, the college has made some progress in utilizing alternative methods of placement beyond high stakes testing such as high school grades and coursework. We can learn a lot when we look at the students who are successful. Dr. Generals agreed that deficit models should not always be observed, because if 60% are not doing well, there are 40% who are.

At the conclusion of the meeting, Trustee Posoff asked if the documents from the recent meeting can be placed on Boardeffect.

**HYBRID MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
September 20, 2023 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Harold Epps (presiding on behalf of Mr. Soileau), Mr. Rob Dubow (via zoom), and Ms. Mindy Posoff (via zoom)

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Victoria Zellers, Esq., Dr. David Thomas, Ms. Marsia Henley (via zoom), Mr. Derrick Sawyer, Mr. Gim Lim, Ms. Danielle Liautaud-Watkins, Esq., (via zoom) Dr. Alycia Marshall, Mr. Vijay Sonty, and Mr. Darren Lipscomb

Guests: Dr. Judith Gay, Vice President Emerita

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

Please note that Attachment A contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding.

Mr. Epps called the meeting to order at 9:02 A.M. Mr. Epps asked Mr. Eapen to proceed with the first agenda item.

(1) Contract with Ellucian (Action Item)

Discussion: Mr. Eapen stated that since 2002, CCP has been using the Ellucian Banner software that works as an institutional-wide solution to manage all aspects of our student management, human resources and financials.

ITS, the Information Support Services (Applications Group) is responsible for the analysis of business functions; the development, maintenance, administration of software applications; training users and proper use of software; and the design, development, and administration of databases.

Throughout much of the time period from 2002-2005 which encompasses the initial Banner implementation and go-live phases, the applications team comprised of a Director, Applications Developers, Database Administrator, and other staff totaling 16 staff members.

From 2020-present, the landscape has changed. The allocation of resources has changed. We have lost over 4 positions while we have purchased new applications and deployed and integrated several new custom applications. Our current head count is 9.

Mr. Eapen stated that it has been difficult to fill vacancies on the application side of ITS.

Proposals were requested from SICAS (State University of New York Consortium), Ellucian Banner, and Ultimate Consulting.

SICAS provides services to various State, Community, and Private Colleges throughout New York State. SICAS was unable to offer the operation support we are seeking due to lack of resources.

Ultimate Consulting pricing proposal was identical to Ellucian's pricing.

Ellucian has been in business since 1968 and serves 2,700 institutions in 50 plus countries across the globe and is the provider of the Banner software. Ellucian also offers a range of professional services such as application software implementation, training, education and management consulting.

Staff requests that the Business Affairs Committee recommend to the full Board that the College enter into an agreement with Ellucian professional services for ongoing operational support for an annual amount not to exceed \$175,000 using operational dollars. The cost should be covered by not filling a recent vacancy in the ITS Department.

Action: Mr. Dubow motioned, and Ms. Posoff seconded the motion that the Business Affairs Committee recommend to the full Board of Trustees that the College enter into an agreement with Ellucian professional services for ongoing operations support for an amount not to exceed \$175,000. The funds for the Ellucian contract will be coming from operational dollars. The motion passed unanimously.

(2) Purchase of PC's (Action Item)

Discussion: Mr. Eapen stated that Computer Information Systems (CIS) classroom computers are 6 years old. Mr. Eapen also stated that a CIS Classroom Refresh is \$207,920 which includes; 5-year maintenance and support.

(5-year Lease of 120 CPU's and Monitors with a \$1 buyout option)

Computer Information Systems (CIS) provides variety of courses and certificate programs of achievement related to a variety of computing topics such as:

- Network Technology (Routing and Switching)
- Cloud Computing
- Cybersecurity
- Data Science

- Systems Analysis and Design
- IT Project Management
- Web and Mobile Application Development
- Network and Systems Administration
- Computer Programming and more

The College requests to update computer systems for (3) classrooms as the existing CIS computers in C3-08, C3-12 and C3-18 are near the end of their useful life. Getting classrooms ready with current technology provides a critical tool in expanding student skill capabilities.

Pricing was obtained through COSTARS (Commonwealth of Pennsylvania's Cooperative Purchasing Program).

Mr. Dubow asked if the annual amount of \$166,000 is for lease cost offset from the PDE and Mr. Eapen confirmed that the \$166,000 is from PDE.

Attachment B: Dell Equote: 3000161133279.1 contains a detail listing of all the technology components including maintenance and support.

Staff requests that the Business Affairs Committee recommends to the full Board that the CIS Classrooms Refresh of Technology at the total cost of \$207,920 which is an annual lease amount of \$41,584 for five (5) years. The payment will be paid with PDE allocation for leases.

Action: Ms. Posoff motioned, and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board that CIS Classrooms Refresh the Technology at the total cost of \$207,920 which is an annual lease amount of \$41,584 for five (5) years. The payment will be paid with PDE allocation for leases. The motion passed unanimously.

(3) Business Affairs Committee Meeting Dates for 2024 (Information Item)

Mr. Epps highlighted the Proposed Business Affairs Committee of the Board of Trustees meeting dates. These meetings are usually the 3rd or 4th Wednesday depending on the number of weeks in a month and taking into consideration holidays. See attachment C.

(4) Next Meeting – Business Affairs Committee of the Board of Trustees (Information Item)

The next meeting of the Business Affairs Committee is scheduled for **Thursday, October 5, 2023 at 9:00 A.M.** It will be a Hybrid meeting.

The Public Session of the Business Affairs Committee of the Board of Trustees was adjourned at 9:13 A.M.

BUSINESS AFFAIRS COMMITTEE
EXECUTIVE SESSION

An Executive Session of the Business Affairs Committee of the Board of Trustees followed. Discussions took place on legal matters, labor negotiations, and personnel issues.

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

**MEETING BUSINESS AFFAIRS COMMITTEE OF
THE BOARD OF TRUSTEES**

AGENDA: SEPTEMBER 20, 2023

Agenda No.	Vendor/Consultant	Amount	Source
1	Ellucian – Year 1	\$175,000	Operating Budget
2	Dell	\$207,920 (Annually \$41,584)	PDE

ATTACHMENT B

DELL Equote: 3000161133279



Prepared For:

COMMUNITY COLLEGE OF PHILADELPHIA

September 15, 2023

Thank you for giving Dell Financial Services L.L.C. ("DFS") the opportunity to provide a technology financing solution. Enclosed is a financing proposal for your new technology needs. We look forward to discussing this opportunity in further detail with you. If you have any questions, please contact me at the phone number or email address below.

Term	60
Option	Finance
Payments:	Monthly
Consolidation:	Monthly
Payments Due:	Arrears
Interim Rent:	None
Rate Factor	60
	Payments

Dell Quote Number	Summary Product Description	Product Price	Quantity	Extended Price	Rate Factor	60 Payments
3000161133279.1	OptiPlex Small Form Factor (Plus 7010)	\$1,295.46	120	\$155,455.20	0.01980	\$3,077.47
3000161133279.1	Dell 24 Monitor - P2422H, 60.5cm (23.8")	\$163.27	120	\$19,592.40	0.01980	\$387.86
TOTALS				\$175,047.60		\$3,465.33

Proposal Expiration Date:

October 15, 2023

PLEASE NOTE:

Personal Property Taxes (PPT) do not apply to this lease.

Leasing and financing provided by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") to qualified customers. Offers may not be available or may vary in certain countries. Where available, offers may be changed without notice and are subject to product availability, credit approval, execution of documentation provided by and acceptable to DFS, and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell and the Dell logo are trademarks of Dell Inc. Proposal is property of DFS, contains confidential information and shall not be duplicated or disclosed in whole or part. Proposal is not a firm offer of financing. Pricing and rates based upon the final amount, configuration and specification of the supplied equipment, software, services or fees. Prorata payment may be due in the first payment cycle. Proposal excludes additional costs to customer such as shipping, maintenance, filing fees, applicable taxes, insurance and similar items. Proposal valid through the expiration date shown above, or if none is specified, for 30 calendar days from date of presentation.

End of Term Options:

Finance Lease (Ownership):

- Exercise the option to purchase the products for \$1.00.
- Return all products to lessor at the lessee's expense.

Nick Baum

Financial Sales Rep

Dell | Financial Services

737-270-9161

Nick.Baum@Dell.com

Additional Information:

LEASE QUOTE: The Lease Quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items which shall be for Lessee's account. Lessee will pay payments and all other amounts without set-off, abatement or reduction for any reason whatsoever. Additionally, Lessee shall declare and pay all sales, use and personal property taxes to the appropriate taxing authorities. **If you are sales tax exempt, please provide a copy of your Exemption Certificate with the Lease Contract.** If Lessee provides the appropriate tax exemption certificates to DFS, sales and use taxes will not be collected by DFS. However, if your taxing authority assesses a **personal property tax** on leased equipment, and if DFS pays that tax under your lease structure, **Lessee must reimburse DFS for that tax expense in connection with the Lessee's lease.**

PURCHASE ORDER: The Purchase Order must be made out to Dell Financial Services L.L.C., One Dell Way, RR8-23, Round Rock, TX 78682. The Purchase Order will need to include the quote number, quantity and description of the equipment. Please be sure to indicate that the PO is for a lease order and shows the type of lease, the term length, and payment frequency. The date of the lease quote referenced should be included. Please be sure to include any applicable shipping costs as a line item and include your address as the SHIP TO destination.

INSURANCE: The risk of loss on the equipment is borne solely by the Lessee. Lessee shall be required to purchase and maintain during the Term (i) comprehensive public liability insurance naming Lessor as additional insured; and (ii) "all-risk" physical damage insurance in a minimum amount of the Purchase Price, naming DFS as first loss payee.

APPROPRIATION COVENANT: The Lease will contain an appropriation of funds clause. The Lessee will covenant that it shall do all things legally within its power to obtain and maintain funds from which the payments may be paid.

DOCUMENTATION: In addition to a duly executed Agreement, other documents as reasonably requested by DFS may be required, such as but not limited to, opinions of counsel, IRS tax exemption forms (if applicable), and audited financials.

PROPOSAL VALIDITY / APPROVALS: This is a proposal based upon market conditions and is valid for 30 days, is subject to final credit approval, review of the economics of the transaction, and execution of mutually acceptable documentation. Upon expiration, lease rates may be changed in the event that market rates change.

ATTACHMENT C

**Proposed Business Affairs Committee of the
Board of Trustees Meeting Dates
For 2024**

**PROPOSED BUSINESS AFFAIRS COMMITTEE OF THE
BOARD OF TRUSTEES MEETING DATES FOR 2024**

Wednesday, January 17, 2024 – 9:00 A.M.

Wednesday, February 21, 2024 – 9:00 A.M.

Wednesday, March 20, 2024 – 9:00 A.M.

Wednesday, April 17, 2024 – 9:00 A.M.

Wednesday, May 15, 2024 – 9:00 A.M.

Wednesday, June 26, 2024 – 9:00 A.M.

Wednesday, July 17, 2024 – 9:00 A.M.

Wednesday, August 21, 2024 – 9:00 A.M.

Wednesday, September 18, 2024 – 9:00 A.M.

Wednesday, October 16, 2024 – 9:00 A.M.

Wednesday, November 20, 2024 – 9:00 A.M.

*A date may be established in December 2024

COMMITTEE OF THE WHOLE
HYBRID MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, October 5, 2023 – 9:00 A.M.

TO: Members of the Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen
DATE: October 2, 2023
SUBJECT: **Business Affairs Committee (Committee as a Whole) Meeting**

A hybrid meeting of the Business Affairs Committee (Committee as a Whole) is scheduled for **Thursday, October 5, 2023 at 9:00 A.M.** Participants and attendees may attend in person in the Isadore A. Shrager Boardroom M2-1 or *via* Zoom. The Zoom information for the Public Session is as follows:

Business Affairs Committee (Committee as a Whole) - Public Session
<https://ccp.zoom.us/j/92680705359?pwd=WWFMUDJzdHkvVzRSS296amMrM0h0UT09>
Meeting ID: 926 8070 5359
Passcode: 8029

PUBLIC SESSION
AGENDA

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

(1) Casework for Dental Clinic Accreditation (Action Item)

This is to approve the purchase of new casework and installation to support the accreditation of the CCP Dental Clinic in 2024. The old casework needs to be upgraded and has to be replaced with Medical grade cabinetry. In order to meet the strict time lines to complete this project over winter break and be back online for the accreditation and spring semester, we solicited a quote from A-Dec/Henry Schein in the amount of \$365,312. The A-Dec cabinetry was selected to match the existing dental chairs that were purchased in 2021 which provides a cohesive overall design of space.

Henry Schein is on contract pricing through Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP), a national cooperative group purchasing organization (GPO) for government facilities that provide Dental and healthcare services.

Staff request that the Business Affairs Committee recommend to the full Board the approval to supply and install cabinetry for the amount of \$365,312. The funds will be paid from the capital budget.

(2) Amendment to the Elliott-Lewis Contract for Supplemental HVAC Engineers (Action Item)

The Board of Trustees approved a contract for Elliott-Lewis for two HVAC Engineers at a cost of \$290,992. Elliott-Lewis was selected from quotes received from three COSTAR vendors. Currently, the College has two in-house Engineers and two contracted Engineers. We have determined that staffing has not been sufficient to manage the HVAC operations on the main campus and at the regional centers. The College requested that Elliott-Lewis submit a proposal for two more HVAC Engineers. The proposal for two additional Engineers is \$284,765.

The College has seen improvements in our HVAC operations with the two contracted HVAC Engineers. Once the Business Affairs Committee and the Trustees approve the additional HVAC Engineers, the College will have a total of six Engineers (four contracted and two in-house).

Staff requests that the Business Affairs Committee recommend to the full Board, the approval of Elliott-Lewis new proposal for two HVAC Engineers in the amount of \$284,765. This will bring the total contract to \$575,757. This contract will be paid form the College's operating budget.

(3) Blackbaud Contract Renewal (Action Item)

The staff have been using Blackbaud for Foundation management and is very pleased with this tool. Blackbaud is a leader in this space. Blackbaud has been upgraded to include NXT, BBMS, Net Community, Alumni Engagement, Academic Works, and Donor Stewardship Management, etc. All of the modules integrate to enhance and maximize efficiency and effectiveness. Additionally, Blackbaud provides ongoing training and education to assist the users with all elements of the system.

The College was paying \$218,859 for three years. The new proposal will be \$281,055. The additional costs included new functionalities which are essential tools for the Foundation. See attachment B.

Staff requests that the Business Affairs Committee recommend to the full Board the renewal contract for three years with Blackbaud for an amount of \$281,055 which will be paid from the College's operating budget.

(4) **Next Meeting – Business Affairs Committee of the Board of Trustees (Information Item)**

The next meeting of the Business Affairs Committee is scheduled for **Wednesday, October 18, 9:00 A.M.** It will be a Hybrid meeting.

BUSINESS AFFAIRS COMMITTEE

EXECUTIVE SESSION

An Executive Session will follow the Public Session. Discussions will center on legal matters and personnel issues. The Zoom information for the Executive Session is as follows:

Topic: Business Affairs Committee (Committee as a Whole) - Executive Session
<https://ccp.zoom.us/j/93982702294?pwd=aStzaXdUZUM3QXpJSnVGdmZjYjVydz09>

Meeting ID: 939 8270 2294

Passcode: CCP

JE/tn

c: Mr. Michael Soileau
Dr. Donald Generals
Mr. Gim Lim
Ms. Marsia Henley
Mr. Derrick Sawyer
Mr. John Wiggins
Ms. Victoria Zellers, Esq.
Dr. Judith Gay, Vice President Emerita

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

**MEETING BUSINESS AFFAIRS COMMITTEE
(COMMITTEE AS A WHOLE) OF THE BOARD OF
TRUSTEES**

AGENDA: October 5, 2023

Agenda No.	Vendor/Consultant	Amount	Source
1	Henry Schein	\$365,312	Capital Budget
2	Elliott-Lewis	\$284,765	Operating Budget
3	Blackbaud	\$281,055	Operating Budget

ATTACHMENT B

Blackbaud Renewal Form

blackbaud™ Renewal Form.

► power your passion

65 Fairchild Street, Charleston, SC 29492

Site ID: 8365
 Order Number: Q-380687
 PO Number:

Blii To:	Purchased By:	Quoted Fees Valid Until:	10/31/2023
Mellissia Zanjani	Mellissla Zanjani	Effective Date:	10/20/2023
Community College-Philadelphia	Community College-Philadelphia	Currency:	USO
1700 Spring Garden St	1700 Spring Garden St	Payment Terms:	Net30
Philadelphia, PA 19130-3936 USA	Philadelphia, PA 19130-3936 USA		

Subscriptions

Net Selling Price

BBNC Starter Bundle	Year 1:	\$5,916.30
Included: BBNC Custom SSL, Web Hosting, Learn, Payment Processing	Year 2:	\$6,389.61
<i>Billed: Annual</i>	Year 3:	\$6,900.77
<i>Contract term: 36 months Start Date: 10/20/2023 End Date: 10/19/2026</i>		

Online Express RE NXT	Year 1:	\$0.00
500,000 RE NXT Online Express	Year 2:	\$0.00
5,000,000 Online Express Email Sends (Annual Limit)	Year 3:	\$0.00
<i>Billed: Annual</i>		
<i>Contract term: 30 months Start Date: 10/20/2023 End Date: 10/19/2026</i>		

Online Express RE NXT Events	Year 1:	\$0.00
<i>Billed: Annual</i>	Year 2:	\$0.00
<i>Contract term: 36 months Start Date: 10/20/2023 End Date: 10/19/2026</i>	Year 3:	\$0.00

Online Express RE NXT Events	Year 1:	\$0.00
<i>Billed: Annual</i>	Year 2:	\$0.00
<i>Contract term: 36 months Start Date: 10/20/2023 End Date: 10/19/2026</i>	Year 3:	\$0.00

Online Express RE NXT Membership	Year 1:	\$0.00
<i>Billed: Annual</i>	Year 2:	\$0.00
<i>Contract term: 36 months Start Date: 10/20/2023 End Date: 10/19/2026</i>	Year 3:	\$0.00

Online Express RE NXT Membership	Year 1:	\$0.00
<i>Billed: Annual</i>	Year 2:	\$0.00
<i>Contract term: 36 months Start Date: 10/20/2023 End Date: 10/19/2026</i>	Year 3:	\$0.00

JustGiving from Blackbaud	Year 1:	\$0.00
1 Payment Processing	Year 2:	\$0.00
<i>Start Date: 10/20/2023 End Date: 10/19/2026</i>	Year 3:	\$0.00

Payment Enablement Fee	Year 1:	\$600.00
<i>Billed: Annual</i>	Year 2:	\$600.00
<i>Contract term: 36 months Start Date: 10/20/2023 End Date: 10/19/2026</i>	Year 3:	\$600.00

RE NXT Learn Everything	Year 1:	\$3,878.79
<i>Billed: Annual</i>	Year 2:	\$4,189.09
<i>Contract term: 36 months Start Date: 10/20/2023 End Date: 10/19/2026</i>	Year 3:	\$4,524.22

RE NXT Pro+ Adv Wealth Insights	Year 1:	\$66,300.90
500,000 Each	Year ² :	\$71,604.97
Included: RE NXT Email powered by Blackbaud SKY, SKY Reporting Entitlement, EFT, Tribute, Payment Processing, RE NXT eLibrary, Planned Gift Tracker, Search, Events. Membership, VohintAer, ResearchPcinl, Advanced Wealth Insights, DES Internal Allocation NXT, ResearchPoint Learn More, RE NXT Pro, RE NXT Alumni	Year 3:	\$77,333.36
<i>Billed: Annual</i>		
<i>Contract term: 36 months Start Date: 10/20/2023 End Date: 10/19/2026</i>		

Cancellations

MatchFinder Online

Renewal Order Totals: \$248,838.01

Usage Allowance

Online Express RE NXT	500,000 RE NXT Online Express
Online Express RE NXT Email Sends	5,000,000 Online Express Email Sends (Annual Limit)
RE NXT Pro	500,000 Each

Overage Fee

Online Express RE NXT
 Online Express Email Sends (Annual Limit): \$ 0.007 Per additional email sent

General Terms



Order Form

▶ power your passion

65 Fairchild Street, Charleston, SC 29492

Site ID: 8365
Order Number: Q-428846
PO Number:

Bill To:	Purchased By:	Quoted Fees Valid Until:	10/31/2023
Mellssla Zanjani Community College-Phlladelphta 1700 Spring Garden St Phlladelphta,PA 19130-3936 USA	Mellssla Zanjani Community College-Philadelphia 1700 Spring Garden St Philadelphia.PA 19130-3936 USA	Effective Date:	
		Currency:	USO
		Payment Terms:	Net30

Subscriptions

Net Selling Prl

BBAM Learn More Essentials

Price: \$5,739.00
Billed: Annual
Contract term: 36 months

Year 1:	\$5,739.
Year 2:	\$5,739.
Year 3:	\$5,739.

RENXT Module(s)

Included: Queue
Price: \$45,720.00
Billed: Annual
Contract term :36 mon(/)s

Year 1:	\$5,000.
Year 2:	\$5,000.
Year 3:	\$5,000.

Total Annual Investment:

Year 1:	\$10,739.
Year 2:	\$10,739.
Year 3:	\$10,739.

General Terms

Enter text **here** to overwrite the **above** PO Number or **add a** note to the Invoice:

The fees and terms on this Order Form are valid if executed by You on or before 10/31/2023. This Order Form, It governed by the Blackbaud Solutions Agreement and by all other applicable terms and conditions In the Qnb Terms and Conditions Center. By signing this Order Form, you **agree** to these terms.

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, September 7, 2023–3:00 p.m.
Isadore A. Shrager Boardroom, Room M2-1/Hybrid

Present: Mr. Rosalyn McPherson, presiding: Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Rob Dubow, Mr. Harold T. Epps, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, Mr. Tyrell McCoy, Ms. Mindy Posoff, Mr. Michael Soileau, Mr. Jeremiah White, Dr. Donald Generals, Dr. Shannon Rooney, Ms. Josephine Di Gregorio, Dr. David Thomas, Ms. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Dr. Alycia Marshall, Ms. Victoria Zellers, Ms. Ayanna Washington, Dr. Darren Lipscomb, Dr. Ellyn Jo Waller, Dr. Lauren Tavolaro-Ryley, and Mr. Matthew Liccketto

(1) Meeting Called to Order

Ms. McPherson called the meeting to order and reviewed the goals for the meeting.

(2) Public Comment

There were no requests for public comment.

(3) Board Elections

Mr. Clancy presented the following slate of Board Officers for 2023-2024:

Harold T. Epps	Chair
Rosalyn McPherson	Vice Chair
Michael Soileau	Vice Chair
Dominique Ward	Secretary

Ms. McPherson asked whether there were additional nominations for Board Officers. Hearing none, Ms. McPherson declared the nominations closed and called for a motion.

Mr. Clancy moved, with Ms. Fulmore-Townsend seconding, that the Board approve the slate of Board Officers for 2023-2024. The motion carried unanimously.

(4) Report of the President

(a) Academic Year/Fall Reopening

Dr. Generals welcomed the Board to the 2023-2024 academic year. He stated that enrollment is better thanks to a number of express enrollment sessions and the work done by

Dr. Lipscomb and Dr. Rooney's division in getting students to register for classes. Dr. General stated that over 60 loaner laptops have been distributed to students. He stated that students who are on Pell can purchase a laptop for \$50. If students do not have the funds, the cost will be supplemented by the College. Dr. General stated that the Foundation has received over \$700,000 of restricted and non-discretionary funds that can be used to help students with purchasing laptops.

(b) Preliminary Enrollment Update

At the request of Dr. General, Dr. Lipscomb provided a presentation on enrollment for fall (**Attachment A**). He reviewed and discussed innovations such as giving students more time to pay; personalized direct mail outreach; a central enrollment services model which includes three enrollment services associates; and a formal add/drop period.

Dr. Lipscomb reported that for fall 2023, 11,741 students are enrolled; 8,341 continuing students and 2,400 new students. Dr. Lipscomb stated credit hours total 106,629. He stated that there has been an increase in credit hours among continuing and new students. Dr. Lipscomb also reviewed and discussed five-year enrollment trends; five-year new student credit trends; and five-year credit enrollment trends. Dr. Lipscomb also provided a report on fall 2023 credit enrollment by location.

In response to a question regarding the reasons for the improvement in enrollment, Dr. Lipscomb cited the following:

- Work done by staff at express enrollment events;
- Flexibility in the scheduling and adding of additional courses;
- The partnership between the navigators and the marketing team; and
- The Catto Scholarship.

In response to a question regarding Catto, Dr. Thomas stated that there is a total of 1,500 Catto students enrolled, noting that 688 are new students for the fall term. Dr. Thomas noted that there are 700 students who are eligible in the pipeline.

Representative Cephas asked the age demographics of the enrollment growth. Dr. Lipscomb noted the following: (1) 18-21 has increased; (2) 15-17 high school age has increased due to dual enrollment; and (3) 21-24 has also increased. Dr. Lipscomb stated that there was not much of an uptake in adult students. For the Catto students, the majority of students are 19 or less; 20-22; and 12% of Catto students are in 30-51 population.

(c) Professional Development Week

Dr. General stated that Professional Development Week took place August 28-September 1, 2023. The theme for this year was *Creating a College of Champions: When Our Students Succeed, We All Win*. The opening session took place on August 28, 2023. He stated

that the week had been very successful and that many faculty and staff attended many of the sessions that were offered. Dr. General thanked Mr. Epps for delivering remarks on behalf of the Board of Trustees.

(d) 19130 Zip Code Project

At the request of Dr. General, Dr. Laureen Talovaro-Riley, Independence Foundation Chair in Nursing, provided a presentation (**Attachment B**) on the 19130 Zip Code Project. She stated that the Project was established in 1997 as a grant initiative by the Independence Foundation. Dr. Talovaro-Riley stated that the name of the project is indicative of the College's zip code, but that the project outreached to many zip codes in the City. Dr. Talovaro-Riley stated that the project is the community clinical rotation experience, and that all second year-nursing students participate in the project (approximately 140 students per year).

Dr. Talovaro-Riley stated that students provide direct care in a service-learning model in collaboration with community partners addressing health promotion and disease prevention activities that are prioritized by the agency where they are assigned. Dr. Talovaro-Riley reported that faculty supervise students at multiple sites in coordination with community partners. She stated that students provide care to over 10,000 Philadelphians across the lifespan. Dr. Talovaro-Riley also presented a map of Philadelphia showing the councilmanic districts in which Community College of Philadelphia nursing students are providing care.

Dr. Talovaro-Riley stated that in 2019 activities were started in Kensington with the Porchlight Project. She stated that the goal was to destigmatize substance use disorder by having students better understand the people impacted. Dr. Talovaro-Riley stated that faculty member Matthew Licchetto works directly with students in Kensington. At the request of Dr. Talovaro-Riley, Mr. Licchetto provided a summary of activities in which the nursing students have been involved in the Kensington area. He stated that students provide care to the population which addresses their physiological and psychological needs. Mr. Licchetto stated that all students in the project have received Narcan training and are educated about trauma informed care. Mr. Licchetto provided examples of where nursing students saved a number of people from overdosing in the community.

Ms. McPherson thanked Dr. Talovaro-Riley and Mr. Licchetto for their presentation. She stated that she appreciated being given a picture of the impact that our nursing students are having in the community.

(e) Security Report

At the request of Dr. General, Mr. McCoy, Board member and Captain, Philadelphia Police Department, thanked Dr. General for the work that he has done on this issue. He stated that for the past few months the College has been discussing ways to improve safety on campus. He stated that improved access, technological advancements and other security

systems have been discussed. Mr. McCoy asked Mr. Eapen to provide a summary of the security report.

Mr. Eapen stated that the College has been working with Margolis Healy to improve safety on campus. He stated that evaluation by Margolis Healy led to six recommendations. The recommendations include improvement in lighting on campus (which staff are already working on); the hiring of a Director of Safety, which has been done, security camera improvements, and a visitor management system.

Mr. Eapen introduced Ms. Colleen Stanford, the new Director of Public Safety.

Ms. Stanford stated that her focus will be on training, personnel, and the organizational structure. She outlined her plan to improve safety at the College. She stated that she is moving forward with improvements in technology, reviewing the organizational structure, and exploring minimally invasive security equipment.

Ms. Stanford stated that on September 20, 2023, training is scheduled for the Career and Advanced Technology Center, and we will schedule training at the Main Campus and the Northeast Regional Center. Ms. Stanford stated that the Clery report is due on October 1, 2023. She stated that the College has identified about 100 employees who will act as campus security authorities.

(f) Foundation Report

Dr. Zanjani called attention to two reports that were part of the Board packet. She stated that one is the final report for FY2023, and the other report reflects July 1, 2023 – August 15, 2023 financial activity.

Dr. Zanjani stated that as of June 30, 2023:

- More than \$11 million was received in public and governmental funding;
- More than \$4 million was received in funding from private fundraising initiatives; and
- The Community College of Philadelphia Foundation provided over \$3.2 million in support of student scholarships, faculty chairs, and other programs.

Dr. Zanjani stated that from 7/1/23 - 8/15/23 funds raised were:

- \$681,219 from public and governmental sources in support of the competitive federal grants to benefit Upward Bound and TRIO Student Support Services; and
- \$141,008 from private fundraising initiatives.

Dr. Zanjani highlighted gifts thus far that support student success, specifically in programs leading to sustainable careers.

At the request of Dr. Zanjani, Dr. Waller stated that last year, Armistead and partners conducted (4) four in-person functions featuring training and development, celebration, guest panels, and programs on how to do the major gifts work for the capital campaign. Unfortunately, Board members' attendance was not what it was hoped it would be. Dr. Waller stated that the Board's presence and engagement as College Trustees is welcomed and desired at these important campaign meetings which will provide crucial updates and understanding of the process. Dr. Waller stated that the consultants will be back on campus on September 20 and 21 to present to the Foundation Board of Directors. The consultants will continually share next steps, and again she hoped that members of the Board would be available to engage when called upon for the many different roles in the campaign.

Dr. Waller stated that the 2023 Black and Gold Gala was a tremendous success. She thanked members of the Board for their support of the event. Dr. Waller stated that more than 350 people attended. She stated that approximately \$674,000 was raised for student scholarships for full-time and part-time students. Dr. Waller stated that the 2024 Gala will be held on Thursday, June 13, 2024, at Vie.

Dr. Waller stated that the Community College of Philadelphia Foundation hosted the BeyGOOD Foundation on July 11, 2023. The executive director and several staff members from the BeyGOOD Foundation were onsite. During the event, they informed the College that they were pledging \$100,000 for student scholarships. The BeyGood Foundation also provided 70 tickets for students (40) and Community College of Philadelphia staff (30) to attend the Beyoncé concert that was held on July 12, 2023.

Dr. Waller reminded the Board of the following upcoming Community College of Philadelphia Foundation sponsored events:

- Monday, September 18, 2023, 5:30-7:30 p.m. the Gilroy Roberts Foundation Rotunda Naming Ceremony will take place. To date, the Gilroy Roberts Foundation has pledged and made gifts of \$2,000,000;
- Friday, September 22, 2023, 6:00 – 9:00 p.m. the Presidents and the Pastor Jazz fundraiser event. Tickets are \$50 per person and free for students with ID. President Donald Generals, Reverend Dr. Alyn Waller, and President Ronald Matthews from Eastern University, will be performing along with students and alumni from Spring Garden Records; and
- Tuesday, September 26, 2023, 6:00 – 8:00 p.m. the Wanamaker Board of Directors meeting is scheduled to take place in the Isadore A. Shrager Boardroom. Dr. Waller stated that the Wanamaker Foundation has consistently provided \$100,000 a year to benefit workforce development scholarships.

(5) Committee Chair Appointments

Mr. Epps reviewed and discussed the Committee Chair appointments as well as the Committee Assignments. He stated that a copy of the list will be emailed to members of the Board. The list will also be uploaded in the Library in Board Effect.

(6) Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on June 15, 2023 and reviewed the Mass Media Associate of Arts and Communications Studies Associate of Arts Academic Programs Reviews. She stated that the average full-time enrollment of the Mass Media program is higher than the College average, however enrollment in the program has decreased. Ms. Fulmore-Townsend stated that the Committee discussed retention as well as the quality and variety of the evaluation assessment measures done to ensure alignment between the program learning outcomes and student learning outcomes; faculty collaboration on assessment planning; and the extent to which the programs incorporate mass media education trends to prepare students and ensure success after graduation. Ms. Fulmore-Townsend stated that the Committee also discussed the timeline for combining the Communications and Mass Media Degree Programs.

Ms. Fulmore-Townsend reported that the Committee had discussed the Communications Studies Associate of Arts Academic Program Review. She stated that enrollment in the program has decreased with a post-COVID low experienced in spring 2022. Ms. Fulmore-Townsend stated that there has been an 8.9% increase in enrollment from fall 2021 to fall 2022. She stated that retention for the program was 3% lower than College average.

Ms. Fulmore-Townsend stated that after discussion, the Committee recommended that the Communications Studies and Mass Media Programs be approved for renewal with a request that both programs be approved for three years and updated in two years. Ms. Fulmore Townsend stated that the recommendation was unanimously approved by the Committee.

Ms. Fulmore-Townsend stated that the Mass Media Associate of Arts and Communication Studies Associate of Arts Academic Program Reviews were approved by the Executive Committee of the Board on August 23, 2023. The program reviews are part of the Consent Agenda for approval by the Board of Trustees.

(7) Audit Committee

Mr. Eapen reported that the Audit Committee met on June 21, 2023. He stated that staff from Grant Thornton reviewed the 2022-2023 audit process. He stated that Grant Thornton has completed the client acceptance procedures and that engagement letters have

been shared and signed. Mr. Eapen stated that Grant Thornton has met with management for some preliminary discussion and that the Audit committee meeting was part of Grant Thornton's planning and risk assessment that is done for the audit. Mr. Eapen stated that the audit procedures that Grant Thornton will perform are consistent with their understanding of the federal compliance requirements issued by the Federal Government.

Mr. Eapen stated that Grant Thornton will meet with the Audit Committee on October 16, 2023 to present the results of the audit as well as get the Audit Committee's approval on the final draft of the financial statements that ultimately go to the City of Philadelphia.

Mr. Eapen reported that Mr. Bob Lucas, Internal Auditor, provided an update on the 2022-2024 Internal Audit Plan, as well as a summary report of the status of the internal audits.

(8) Executive Committee, June 27, 2023

At the request of Ms. McPherson, Ms. Zellers reported that the Executive Committee is empowered to act on action items between meetings of the Board so long as the items are ratified by the full Board. She stated that CM Regent Insurance Company, Church Mutual Insurance Company ("CM Regent"), has offered the College an additional \$250,000 to settle the insurance claim and related lawsuit for the leak at the Northwest Regional Center. She stated that the additional offer would bring the total recovery to \$941,335.84. Ms. Zellers stated that the College successfully settled for \$941,335.84 to cover the damages. Ms. Zellers stated that this item is part of the Consent Agenda for Board approval.

(9) Combined Meeting of the Business Affairs and Executive Committees
June 21, July 20, and August 23, 2023

At the request of Ms. McPherson, Ms. Zellers reported that the Combined meeting of the Business Affairs and Executive Committees met on June 21, July 20 and August 23, 2023. Ms. Zellers read a Resolution (**Attachment C**) on the Ratification of Resolutions approved on June 21 and August 23, 2023 as listed below:

- (a) June 21, 2023 Resolution Regarding the Discharge of Student Debt Owed to the College for Qualifying Students;
- (b) June 21, 2023, the Business Affairs Committee and Executive Committee of the College's Board of Trustees, approved the Resolution for the Appointment of Directors for the Community College of Philadelphia Career & Advanced Technology Center, Inc.;
- (c) June 21, 2023, the Business Affairs Committee and Executive Committee of the College's Board of Trustees approved the Resolution for the Increase in the Student Wage Rate, Part-Time Tutor Rate and Changes to College Policy Memorandum No. 103 (A);

- (d) August 23, 2023, the Business Affairs Committee and the Executive Committee of the College's Board of Trustees approved the Resolution for Salary Increases for Administrators and Confidential Employees; and
- (e) August 23, 2023, the Executive Committee of the College's Board of Trustees approved the Resolution on Officers Designated to Sign Contracts with the City of Philadelphia.

Ms. McPherson asked for a motion to approve the Resolution on the Ratification of Resolutions approved on June 21 and August 23, 2023. Ms. Fulmore-Townsend moved, with Ms. Ward seconding, that the Board ratify and approve the Resolution. The motion carried unanimously.

(10) Workforce Subcommittee

Ms. Ireland reported that the Workforce Subcommittee met on August 23, 2023. She stated that workforce development is now part of the division of Academic and Student Success and that the goal is to align the work in support of the College's mission.

Ms. Ireland reported that the Subcommittee reviewed and discussed a slide presentation presented by Ms. Washington regarding enrollment at the Career and Advanced Technology Center (CATC) for fall. It was noted that in 2022, there were 300 applications, 57 accepted and 24 enrolled. Ms. Ireland stated that as of August 21, 2023, there were 421 applications, 69 accepted and 40 enrolled. Ms. Ireland stated the 30 students enrolled in Sterile Processing; 16 in Safety Inspection Mechanic training; 13 in the Emissions Inspector training; 17 in the Nurse Aide training; 6 in the Pharmacy Tech training; 4 students in Welding training; and 6 in the Dental Assisting training.

As a result of the WEI reorganization, Ms. Ireland stated that Dr. Thomas reported that the unit now housed in his division has been renamed Office of Apprenticeships and School-to-Work Programs. He stated that the new name better outlines the work in the unit as the K-12 starting point of the pipeline into the College's credit and credit-free workforce programs. Ms. Ireland stated that Dr. Thomas also provided an update on Act 158.

Ms. Ireland stated that the Subcommittee discussed the status of the Welding program and how to get students into this profession. She stated that the Subcommittee was provided with an update regarding the Navy's willingness to invest \$2.7 million to expand the Career and Advanced Technology Center's (CATC) Welding program.

Ms. Ireland stated that Ms. Amir discussed the Sterilization Processing Program. She stated that Ms. Amir has offered to connect Ms. Washington and the Health and Science program area to meet with recruiters and discuss the needs of Penn Medicine.

Ms. Ireland stated that the Subcommittee was provided with an update on the Aseptic Technician Training program.

(11) Consent Agenda

Ms. McPherson requested Board approval of the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 1, 2023
- (b) Gifts and Grants
- (c) Settlement of CM Regent Claim No. 244254
- (d) Fiscal Year 2023-2024 Insurance Renewal
- (e) Change Order for Allied Universal
- (f) Reappointment of Fox Rothschild, LLP as Construction Counsel
- (g) Award of the Winnet Student Life First Floor Kitchen Demolition
to L&L Legacy Construction
- (h) Allied Universal Amendment
- (i) Johnson Controls Inc.
- (j) Stop Loss – Granular
- (k) Life and Disability Insurance – Sun Life
- (l) Medical Benefits - IBX
- (m) Appointment of Faegre Drinker as the College’s Labor Counsel
- (n) Approval of Mass Media Associate of Arts and Communications Studies Associate of
Arts Academic Programs Reviews

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

(12) Report of the Chair

(a) Board Self-Assessment

At the request of Ms. McPherson, Ms. Posoff stated that she, Dr. Gay, Ms. Liataud-Watkins, and Ms. Ward had met with Dr. Eric Shannon, Director of Institutional Research, and reviewed the results of the Board Self-Assessment. She stated that highlights of the self-assessment will be shared with the Board at the November Board meeting.

(13) Old Business

There was no old business discussed.

(14) New Business

There was no new business discussed.

(15) Next Meeting: Committee of the Whole, October 4-5, 2023

In-Person Event: Wednesday, October 4, 2023: Dinner and Presentation
5:30 p.m. - Center for Business and Industry, 1751 Callowhill Street,
Room C2-5

Thursday, October 5, 2023, 3:00 p.m. Board of Trustees Meeting
Isadore A. Shrager Boardroom, Room 2-1/Hybrid

The meeting adjourned at 4:45 p.m.

(16) Executive Session

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

ATTACHMENT A



Fall Enrollment Outlook

Board of Trustees
Sept.7, 2023

Innovations for fall 2023

- Giving students more time to pay
 - Based on success of pilot last year, continuing “good holds” for qualified students
 - Anticipating increased retention
- Personalized direct mail outreach
 - Focused on increasing applicant yield
 - In tandem with newly launched digital experience
- Centralized enrollment services model
 - Office now includes three enrollment services associates
 - Assisting with triage, enhanced cross-training
- Formal Add/Drop Period

Fall 2023 Credit Enrollment

- 11,741 total students enrolled (+4.9%)
 - 8,341 continuing students (-1.2%)
 - 3,400 new students (+23.5%)
- 106,629 total credits (+7%)
 - Increased FTEs among continuing (+1.6%) and new students (20.2%)

*Percentages calculated comparing year over year trends

Five-Year Enrollment trends

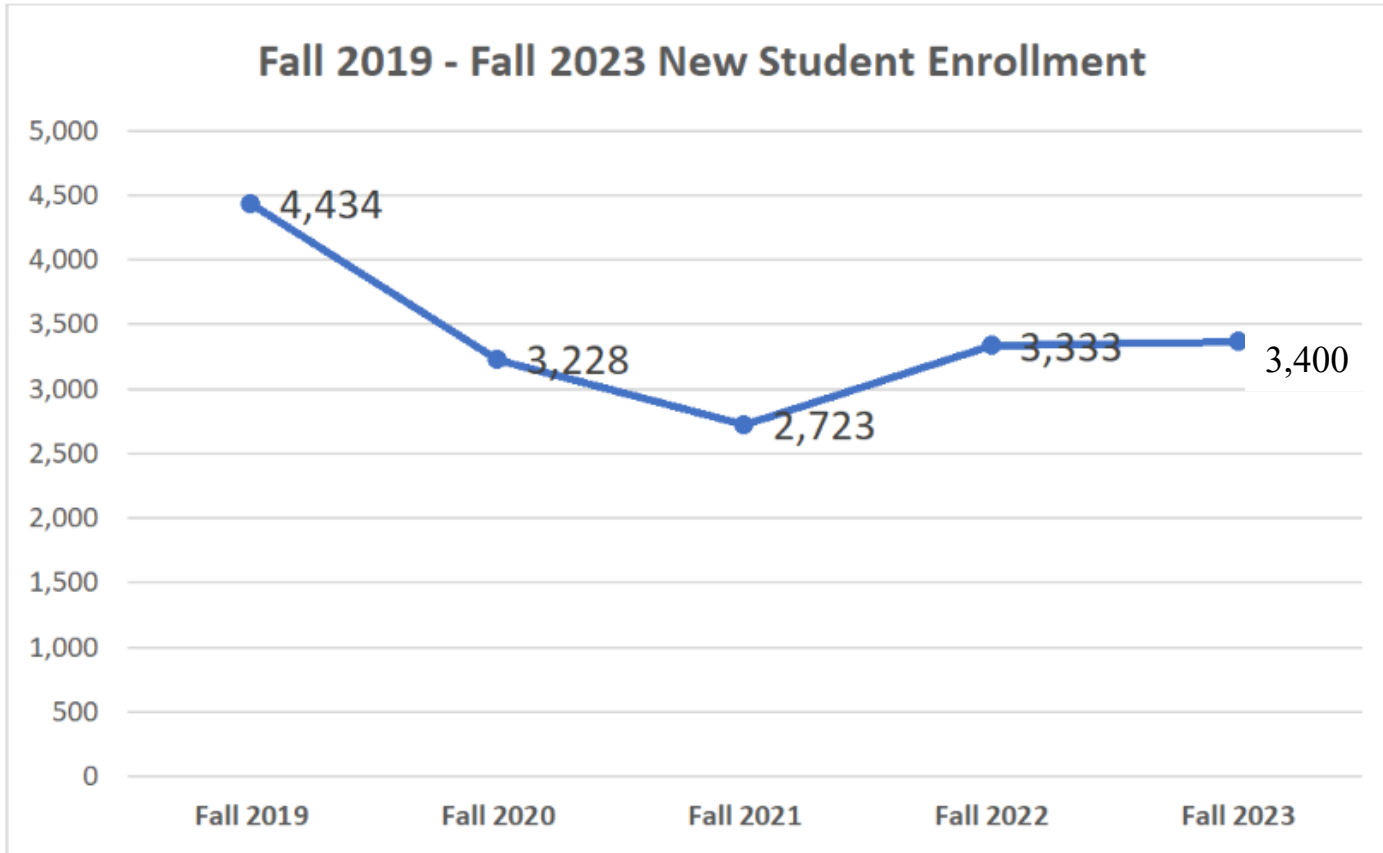
2021 low point

- 28.9% decline in total students
 - 38.5% decline in new students from 2019-2021
 - 24% decline in continuing students from 2019-2021

2023 continued recovery

- 3.4% increase in students since 2021
 - 48% increase in new students since 2021
 - 15.8% shy of 2019 new student numbers
 - Slowing decline among continuing students

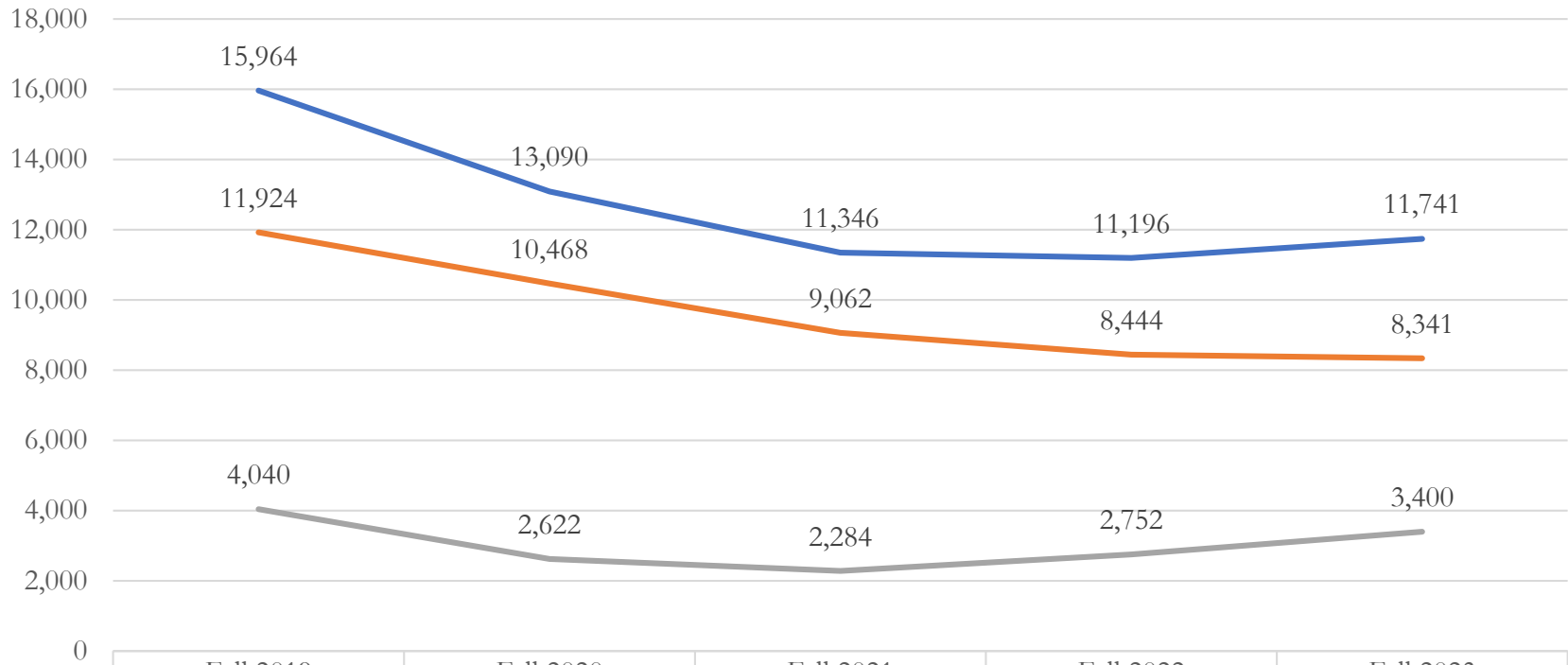
Five-Year New Student Credit Enrollment trends



NB: Fall 2023 new student enrollment count is preliminary as of 9/6/2023.

Five-Year Credit Enrollment trends

Point in time Enrollment trends



	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Overall	15,964	13,090	11,346	11,196	11,741
Continuing	11,924	10,468	9,062	8,444	8,341
New	4,040	2,622	2,284	2,752	3,400

— Overall — Continuing — New

Fall 2023 credit enrollment by location

Main Campus

7,236 total students (+15.3%)

- 4,827 continuing (+11.9%)
- 2,409 new (+22.8%)

Northeast

1,288 total students (+20.9%)

- 800 continuing (+8.8%)
- 488 new (+47.9%)

West/CATC

235 total students (+15.3%)

- 121 continuing (+17.5%)
- 114 new (+375%)

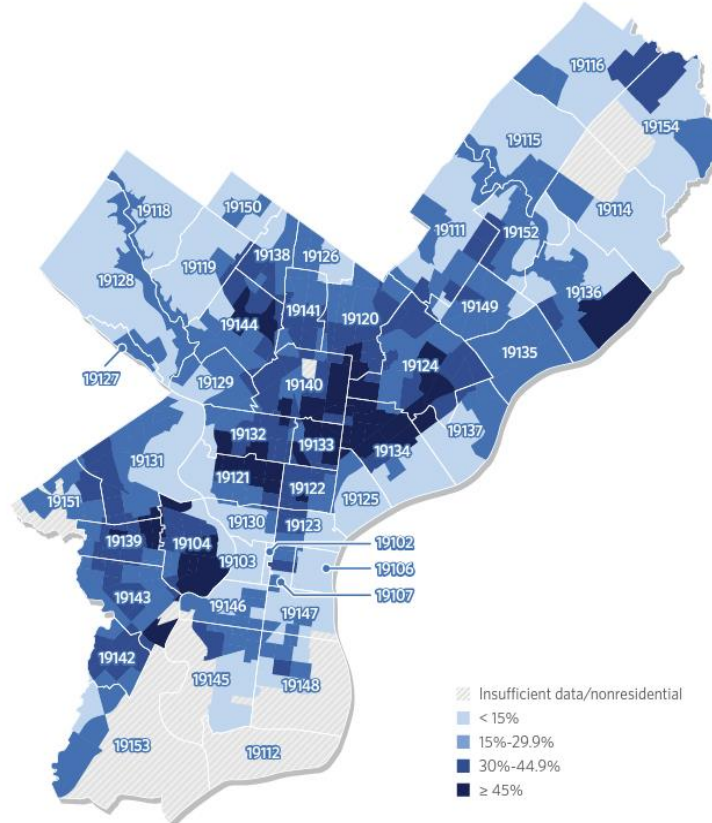
Online

7,469 total students (-4.3%)

- 5,935 continuing (-5.9%)
- 1,534 new (+2.6%)

Questions

ATTACHMENT B



Poverty in Philadelphia is widespread, with the highest concentrations found primarily in parts of North and West Philadelphia. In some areas, including much of North Philadelphia, the poverty rate is over 45%; in most of the city's residential ZIP codes, it is over 15%.

Community
College
of Philadelphia

*Department
of Nursing*

19130 ZIP CODE PROJECT



**NLN Center of
Excellence in
Nursing Education**

**Dr. Laureen Tavolaro-Ryley
Matthew Liccketto, MSN**



Established in 1997 as a grant initiative by the
with continuous funding since that time

Independence
*f*oundation

Community College of Philadelphia Department of Nursing 19130 Zip Code Project



District 1-

- Children's Crisis Treatment Center

- Southeast Asian Mutual Assistance Association Coalition (SEAMAAC)

- Philly FIGHT

District 3

- Family Nurse Partnership
- Penn Alexander School

District 5

- Hub of Hope
- Community College of Philadelphia

- Spring Garden Towers
- St. Martin De'Porres School
- Bache Martin School
- Strawberry Mansion High School

- Stephen Klein Wellness Center

District 6

- Blessed Trinity School
- Henry W. Lawton School

District 7

- Prevention Point
- The Rock

- New Day
- Norris Square Senior Center

- Esperanza Health Center

- Laura Carnell Elementary School

District 10

- Maternity BVM School

* Activities with Mayor's Office on Black Male Engagement, National Night Out & Councilman Isaiah Thomas' office take place throughout the city.

The project is the community clinical rotation experience—all second-year nursing students participate in the project.

Average of 140 students yearly participate in the project as a service learning initiative



COMMUNITY
COLLEGE
NURSING
STUDENTS
ARE FROM THE
COMMUNITY
AND RETURN
TO THE
COMMUNITY
AS HEALTH
AMBASSADORS



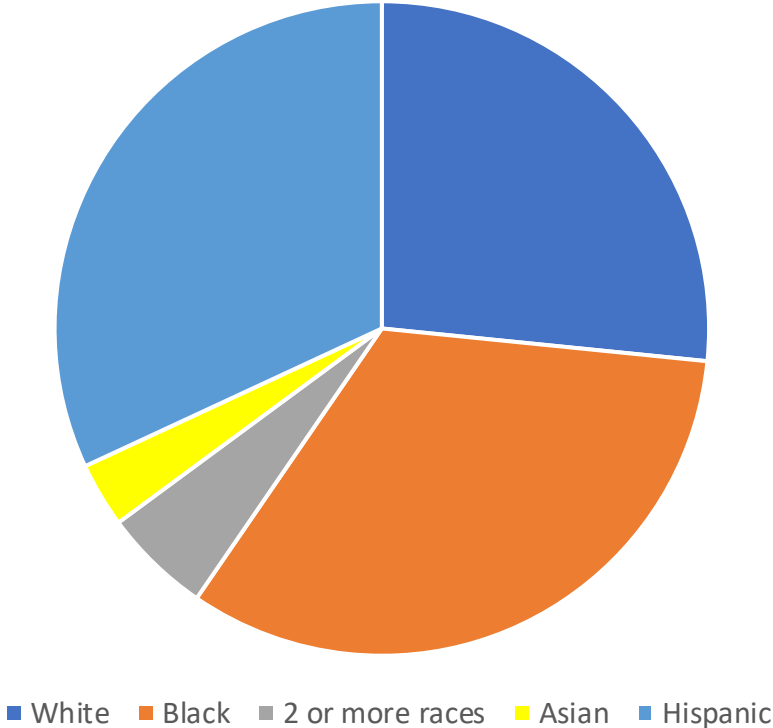
Dr. Ala Stanford Center for
Health Equity



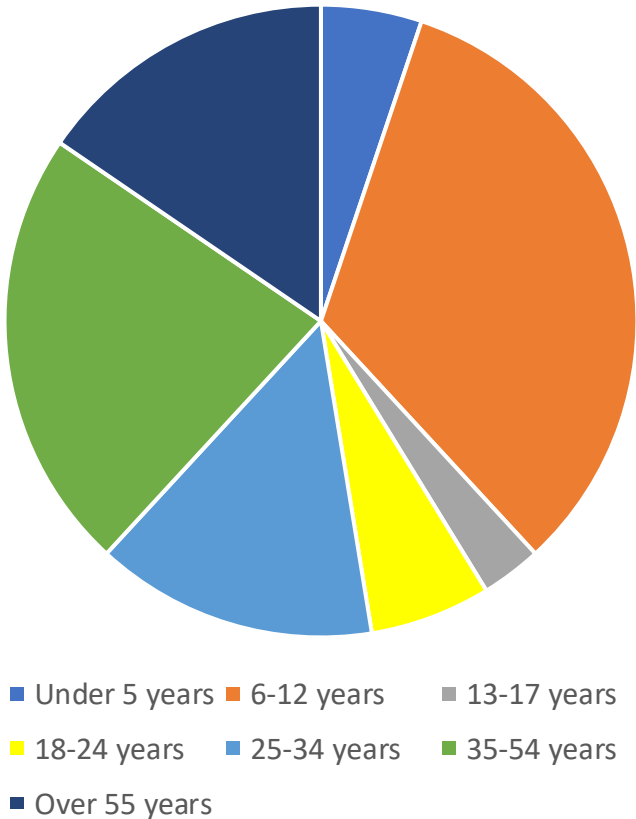
Hub of Hope

Demographics Year 2022

Race/Ethnicity



Age Group





Providing Health Promotion and Disease Prevention Activities to over 10,000 Philadelphians

Screening Services- Blood Pressure, COVID testing, Cognition

Education Services- Cardiovascular Health, Diabetic Care, Sexual Health, Dental Care, Harm Reduction

Direct Care Services- Wound Care, First Aid, Opioid reversal

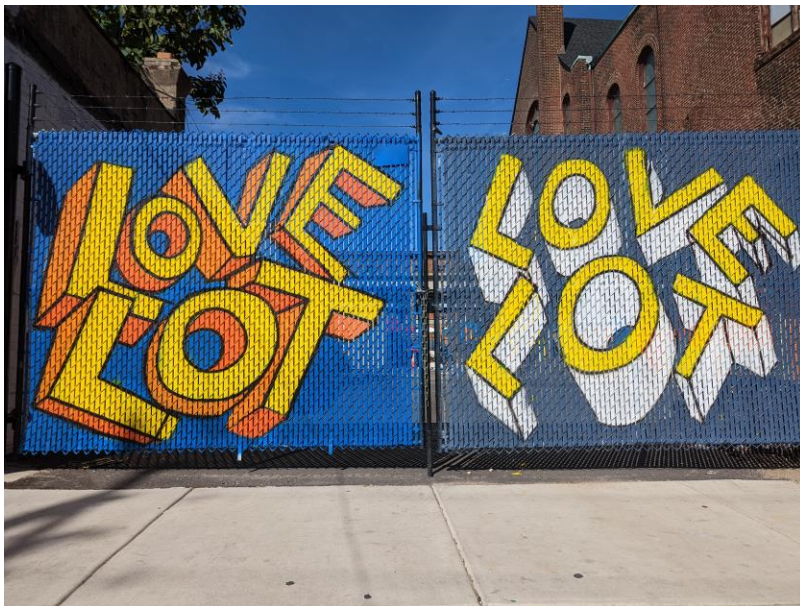


Project Shifts to Address Prioritized Health Care Issues in Philadelphia

Social Determinants of Health

COVID-19

Mental Health & Substance Use Disorder





19130 ZIP CODE PROJECT KENSINGTON

ART OF SURVIVAL

a film about art, community, despair and hope



Premiere Screening

and performance by
**Ursula Rucker &
Miles Orion Butler**

**JULY 27
7:00 PM
PAFA**

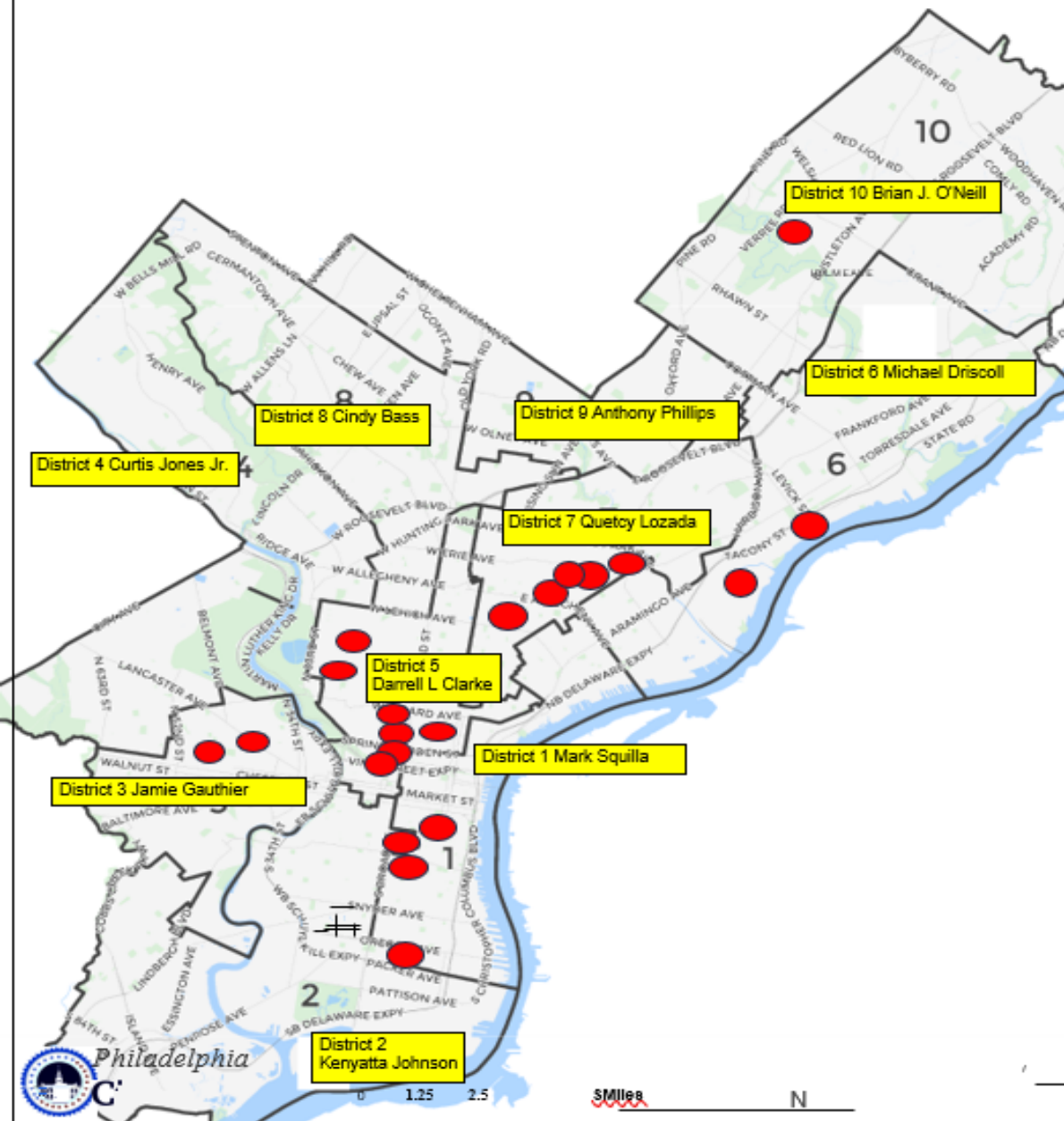


- STOP THE BLEED
- NARCAN TRAINING
- HARM REDUCTIN
- DECREASING STIGMA



THANK YOU

Community College of Philadelphia Department of Nursing 19130 Zip Code Project



District 1-

- Children's Crisis Treatment Center

- Southeast Asian Mutual Assistance Association Coalition (SEAMAAC)

- Philly FIGHT

District 3

- Family Nurse Partnership
- Penn Alexander School

District 5

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District 6

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District 7

- Prevention Point
- The Rock

- New Day

- Norris Square Senior Center

- Esperanza Health Center

- Laura Carnell Elementary School

District 10

- Maternity BVM School

* Activities with Mayor's Office on Black Male Engagement, National Night Out & Councilman Isaiah Thomas' office take place throughout the city.

ATTACHMENT C

Community College of Philadelphia

Resolution – Fiscal Year 2024 -- No. 003

Resolution for Ratification of Executive Committee Resolutions Approved on June 21, 2023 and August 23, 2023

WHEREAS, pursuant to the Amended Bylaws of the Community College of Philadelphia (the “College”), the Executive Committee of the College’s Board of Trustees is authorized to take actions on behalf of the Board of Trustees in between meetings of the Board of Trustees and such actions shall be ratified at the next regular meeting of the Board of Trustees;

WHEREAS, on June 21, 2023, the Business Affairs Committee and Executive Committee of the College’s Board of Trustees, approved the Resolution Regarding the Discharge of Student Debt Owed to the College for Qualifying Students (attached hereto as Exhibit A);

WHEREAS, on June 21, 2023, the Business Affairs Committee and Executive Committee of the College’s Board of Trustees, approved the Resolution for the Appointment of Directors for the CCP Career & Advanced Technology Center, Inc. (attached hereto as Exhibit B);

WHEREAS, on June 21, 2023, the Business Affairs Committee and Executive Committee of the College’s Board of Trustees approved the Resolution for the Increase in the Student Wage Rate, Part-Time Tutor Rate and Changes to College Policy Memorandum No. 103 (A)(attached hereto as Exhibit C);

WHEREAS, on August 23, 2023, the Business Affairs Committee and the Executive Committee of the College’s Board of Trustees approved the Resolution for Salary Increases for Administrators and Confidential Employees (attached hereto as Exhibit D);

WHEREAS, on August 23, 2023, the Executive Committee of the College’s Board of Trustees approved the Resolution on Officers Designated to Sign Contracts with the City of Philadelphia (attached hereto as Exhibit E);

NOW THEREFORE, on this 7th Day of September, 2023, the Board of Trustees for the Community College of Philadelphia hereby ratifies the following Resolutions:

The June 21, 2023 Resolution Regarding the Discharge of Student Debt Owed to the College for Qualifying Students;

The June 21, 2023 Resolution for the Appointment of Directors for the CCP Career & Advanced Technology Center, Inc.;

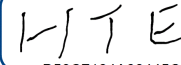
The June 21, 2023, Resolution for the Increase in the Student Wage Rate, Part-Time Tutor Rate and Changes to College Policy Memorandum No. 103 (A);

The August 23, 2023, Resolution for Salary Increases for Administrators and Confidential Employees;

The August 23, 2023, Resolution on Officers Designated to Sign Contracts with the City of Philadelphia;


Each of these Resolutions are incorporated by Reference as if fully set forth herein.

Attest:

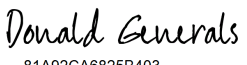
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Harold T. Epps, Chair

Sheila Ireland, Secretary

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Jacob Eapen, Treasurer

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Donald Generals, Ed.D., President

EXHIBIT A

Resolution of the Business Affairs Committee and Executive Committee of the Community College of Philadelphia’s Board of Trustees Regarding Discharge of Student Debt owed to the College for Qualifying Students

WHEREAS, the College has received \$5,196,028 under the Supplemental Support under the American Rescue Plan (SSARP), of which \$2,598,014 is designated as institutional funds;

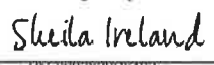
WHEREAS, the College is authorized by SSARP to use these institutional funds to discharge student debt incurred as a result of the COVID-19 Pandemic for students enrolled between March 13, 2020 and the present, which debt can properly be considered lost revenue to the College, and for which the College is permitted to reimburse itself;

NOW, therefore on this 21st day of June, 2023, the Business Affairs Committee and the Executive Committee of the Board of Trustees for the Community College of Philadelphia, hereby authorize the discharge of student debt owed to the College for tuition, fees, and other expenses permitted to be relieved under the SSARP (excluding fees assessed for damaged, lost, or unreturned laptops & equipment) using SSARP institutional funds for Qualifying Students. Qualifying Students are students who were enrolled in credit courses in the Fall 2022 semester and Spring 2023 semester provided they had attained 30 credits or more prior to the start of each semester. The debt relieved shall be limited to the debt to the College incurred by each such Qualifying Student during the Fall 2022 semester and Spring 2023 semester to the extent they were a Qualifying Student for each semester. This debt relief does not apply to student debt that is contracted to be paid by third parties. The debt relieved will be discharged after all federal and Commonwealth financial aid as well as any scholarships have been applied. The Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College’s September 7, 2023 Board Meeting.

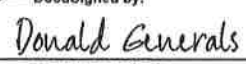
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Harold T. Epps, Chair of Board of Trustees

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Sheila Ireland, Secretary of the Board of Trustees

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Donald Generals, Ed.D., President

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Jacob Eapen, Treasurer

EXHIBIT B

RESOLUTION OF BUSINESS AFFAIRS COMMITTEE AND EXECUTIVE COMMITTEE
Appointment of Directors for CCP Career & Advanced Technology, Inc.
June 21, 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, the current Directors appoints will end on June 30, 2023;

NOW therefore on this 21st day of June, 2023, the College’s Business Affairs Committee and Executive Committee of the Board of Trustees for Community College of Philadelphia appoint College Trustees ~~Robert Dubow and Jeremiah White as the College’s Board of Trustees representatives, Dr. Donald~~ Generals, *ex officio*, the College’s President, and Mr. Anthony Simonetta and Dr. Ellyn Jo Waller as the Disaffiliated Directors for the CCP CATC, Inc. for the period of July 1, 2023 through June 30, 2024 or until such time as they are replaced by the College’s Board of Trustees. The Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College’s September 7, 2023 Board Meeting.

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Harold Epps

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Harold T. Epps, Chair of Board of Trustees

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Sheila Ireland

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Sheila Ireland, Secretary of the Board of Trustees

DocuSigned by:

Donald Generals

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Donald Generals, Ed.D., President

DocuSigned by:

Jacob Eapen

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Jacob Eapen, Treasurer

EXHIBIT C

**Resolution for Combined Business Affairs Committee and Executive Committee Meeting June 21, 2023
for Increase in the Student Wage Rate, Part-Time Tutor Rate and Changes to College Policy
Memorandum No. 103(A)**

On this 21st day of June, 2023, the Business Affairs Committee and the Executive Committee of the Board of Trustees for Community College of Philadelphia hereby approve and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for non-student (peer), part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023. College Policy Memorandum No. 103(A) shall also be revised as set forth in Exhibit A hereto. The Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College's September 7, 2023 Board Meeting.

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Harold Epps

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Harold T. Epps, Chair of Board of Trustees

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Sheila Ireland

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Sheila Ireland, Secretary of the Board of Trustees

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Donald Generals

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Donald Generals, Ed.D., President

DocuSigned by:

Jacob Eapen

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Jacob Eapen, Treasurer

Exhibit A

PROCEDURES AND WAGE RATE FOR EMPLOYMENT OF STUDENTS ON A PART-TIME BASIS

Memorandum #103A Procedures and Wage Rate for Employment of Students on a Part-time Basis

Revised: June 23, 2023

Original Date of Issue: August 21, 1972

Prior Revisions:

Reissued: 84A - April 30, 1974

84B - July 20, 1978

84C - November 17, 1980

84D - May 17, 1990

103 - September 1, 1997

103A - July 16, 2001

103A- January 13, 2010

Policy Holder: Director of Financial Aid

Approved by: Board of Trustees

Effective immediately, this procedure applies to all Community College of Philadelphia students who are employed on a part-time basis at the College.

Responsibilities of Financial Aid Office

All part-time student employees, whether paid out of Federal College Work-Study Program funds or general funds of the College included in office budgets, must be processed through the Financial Aid Office.

Enrollment Requirements for FSW students

In general, a student must be enrolled at least half-time (6 credits) to be employed in a Federal Work-Study (FWS) position at the Community College of Philadelphia. A student may be employed under FWS during a period of nonattendance, such as a summer term or an equivalent vacation period.

Numbers of Hours Which Students May Work

During the regular semesters students may not work more than twenty (20) hours per week. For students working in more than one department or who have various assignments, the combined hours of all assignments in any given week may not exceed twenty (20) hours. When classes are in session for only part of the week, the twenty-hour limit applies to the entire week. Furthermore, the total number of hours worked can never exceed the work-study authorized amount on the authorization form.

Federal work-study funding can only be earned during the federal fiscal year (July 1-June 30)

Authorizations are for FWS students are issued for the academic year and also for the summer. Therefore, students must request a new authorization at the beginning of these periods. Students are not allowed to work outside the authorized period of time noted on the work-study authorization form. Students' authorized hours will vary depending on their enrollment status.

Procedures to be Followed by Students Seeking Employment

Federal Work Study Program (FWS)

All FWS awards are subject to the availability of funds and may be reduced or canceled at any time. To establish eligibility for FWS employment, a student must first apply for financial aid in accordance with the procedures outlined in the College Catalog.

Students will be notified by the Financial Aid Office of their Federal Work-Study eligibility. Students should report to the Financial Aid Office after they have been awarded work-study to:

Complete an I-9 Form for Employment Eligibility Verification with appropriate required documentation (e.g. Driver's License and Social Security Card or unexpired U.S. Passport, etc.);

Complete a Form W-4 Employee Withholding Allowance Certificate

Obtain the Work-Study Authorization Form and other supplemental information

Additional details about job placement are available through the Federal Work-Study Coordinator in the Financial Aid Office and online at <https://app.joinhandshake.com/employers/27073>.

No student should be permitted to begin working before the signed authorization forms have been returned to the Financial Aid Office. The only office that can authorize a student to work is the Financial Aid Office. Additionally, all required employment forms listed above must be received and verified by the Office of Human Resources prior to a student starting their work-study assignments. If eligibility to work in the United States cannot be verified, the offer of a work-study assignment will be rescinded.

Student timesheets are approved through Kronos by the student's Supervisor.

Regular Payroll Students

Federal regulations involving financial aid eligibility require that regular payroll earnings at the College be taken into consideration in the determination of financial need the following year. Therefore, all regular payroll authorizations for students must originate in the Financial Aid Office.

A department seeking to place a student on its regular payroll will send the student to the Financial Aid Office to obtain an authorization form. The department referring must ensure that it has regular payroll money in its budget to cover all such wages.

Depending on what financial aid, if any, the student is receiving, the Financial Aid Office will make one of the following determinations:

The student will be hired on regular payroll. In this case, the student will be given an authorization form to be signed by the supervisor. This authorization will be valid for either the duration of the academic year or the summer.

The student is eligible for FWS. In this case, the student will be placed on FWS payroll instead of regular payroll.

Authorizations signed by the appropriate supervisor should be returned to the Financial Aid Office. No student is to begin working until the signed authorization form has been returned to the Financial Aid Office from the supervisor to whom the student will report.

Non-FWS students also must complete an I-9 Form for Employment Eligibility Verification with appropriate required documentation (e.g. Driver's License and Social Security Card or unexpired U.S. Passport, etc.); and Complete a Form W-4 Employee Withholding Allowance Certificate.

Worker's Compensation

Should a student be injured while performing authorized work duties, the supervisor should immediately contact the Benefits Office in Human Resources to evaluate eligibility for worker's compensation benefits.

Wage Rate

Effective July 1, 2023, the wage rate for all student employees shall be set at a minimum of \$15.00 per hour. An increase or exception to the standard wage rate may be granted by the College President or his/her/their designee. The minimum wage rate for students may be adjusted by the Board of Trustees from time to time and shall comply with all federal, state, and local laws.

EXHIBIT D

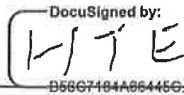
Community College of Philadelphia

Resolution – Fiscal Year 2024 -- No. 001

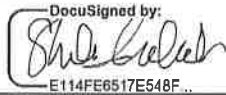
Resolution for Combined Business Affairs Committee and Executive Committee Meeting August 23, 2023 for Salary Increases for Administrators and Confidential Employees

WHEREAS, on this 23th day of August, 2023, the Business Affairs Committee of the Community College of Philadelphia’s Board of Trustees recommended to the Executive Committee of the Community College of Philadelphia’s Board of Trustees that it approve a resolution for salary increases as outlined herein;

Now therefore, on this 23rd day of August 2023, the Executive Committee of the Board of Trustees for the Community College of Philadelphia hereby resolves that subject to satisfactory evaluations and performance, salary increases of up to three percent (3%) for the Community College of Philadelphia’s Administrators (excluding Cabinet members) and Grant Administrators and an increase to the hourly rate for Confidential Employees of up to three percent (3%) effective September 1, 2023 are approved. Be it further resolved that, subject to satisfactory evaluation and performance, Cabinet members will be eligible for an increase to be allocated by the President between a raise and a stipend in a total amount not to exceed three percent (3%). All raises for those employed less than one year will be prorated in accordance with past practice unless otherwise agreed to by contract. The Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College’s September 7, 2023 Board Meeting.

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Haorld T. Epps, Chair

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Sheila Ireland, Secretary

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Jacob Eapen, Treasurer

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Donald Generals, President

EXHIBIT E

Community College of Philadelphia

Resolution – Fiscal Year 2024 -- No. 002

Resolution for Officers Designated to Sign Contracts with the City of Philadelphia

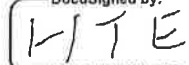
On this 23th day of August, 2023, the Executive Committee of the Board of Trustees for Community College of Philadelphia hereby resolves that the following individuals are authorized to sign contracts with the City of Philadelphia (“the City”) on behalf of the Community College of Philadelphia (“the College”):

Donald Generals, Ed.D., President

Jacob Eapen, Vice President of Business & Finance & Treasurer

The College will promptly notify the City if there are any changes to this Resolution or the names of the Officers authorized to sign contracts with the City. The Executive Committee hereby certifies that this Resolution was approved by a majority vote of the College’s Executive Committee of the College’s Board of Trustees in accordance with the College’s Bylaws.

Attest:

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Harold T. Epps, Chair

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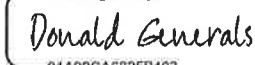
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Sheila Ireland, Secretary

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Jacob Eapen, Treasurer

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Donald Generals, Ed.D., President

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, September 7, 2023–3:00 p.m.
Isadore A. Shrager Boardroom, Room M2-1/Hybrid
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Rosalyn McPherson, presiding: Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Rob Dubow, Mr. Harold T. Epps, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, Mr. Tyrell McCoy, Ms. Mindy Posoff, Mr. Michael Soileau, Mr. Jeremiah White, Dr. Donald Generals, Dr. Shannon Rooney, Ms. Josephine Di Gregorio, Dr. David Thomas, Ms. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Dr. Alycia Marshall, Ms. Victoria Zellers, Ms. Ayanna Washington, Dr. Darren Lipscomb, Dr. Elyn Jo Waller, Dr. Lauren Tavolaro-Ryley, and Mr. Matthew Liccketto

(1) Meeting Called to Order

Ms. McPherson called the meeting to order and reviewed the goals for the meeting.

(2) Public Comment

There were no requests for public comment.

(3) Board Elections

The Board approved the following slate of Board Officers for 2023-2024:

Harold T. Epps	Chair
Rosalyn McPherson	Vice Chair
Michael Soileau	Vice Chair
Dominique Ward	Secretary

(4) Report of the President

(a) Academic Year/Fall Reopening

Dr. Generals welcomed the Board to the 2023-2024 academic year.

(b) Preliminary Enrollment Update

The Board was provided with an update on enrollment for fall 2023.

(c) Professional Development Week

Professional Development Week took place August 28-September 1, 2023. The theme for this year was *Creating a College of Champions: When Our Students Succeed, We All Win*.

(d) 19130 Zip Code Project

The Board was provided with an update a presentation on the 19130 Zip Code Project.

(e) Security Report

The Board was provided with an update on effort to improve safety on the Main Campus and the regional centers.

(f) Foundation Report

The Board was provided with an update on public and governmental funding as well as from private fundraising activities. The Board was also provided with an update on the Capital Campaign as well as Foundation sponsored events scheduled during the month of September.

(5) Committee Chair Appointments

Mr. Epps reviewed and discussed the Committee Chair appointments as well as the Committee Assignments. He stated that a copy of the list will be emailed to members of the Board. The list will also be uploaded in the Library in Board Effect.

(6) Student Outcomes Committee

The Student Outcomes Committee met on June 15, 2023. The Committee reviewed and approved the Mass Media Associate of Arts and Communications Studies Associate of Arts Academic Programs Reviews. The Program Reviews are part of the Consent Agenda.

(7) Audit Committee

The Audit Committee met on June 21, 2023. The Committee reviewed the 2022-2023 audit process as well as the 2022-2024 Internal Audit Plan.

(8) Executive Committee, June 27, 2023

The Executive Committee met on June 27, 2023 and approved the settlement for the damages caused by the leak at the Northwest Regional Center. This item is part of the Consent Agenda for Board approval.

(9) Combined Meeting of the Business Affairs and Executive Committees
June 21, July 20, and August 23, 2023

The Board approved the Resolution on the Ratification of Resolutions approved on June 21 and August 23, 2023.

(10) Workforce Subcommittee

The Workforce Subcommittee met on August 23, 2023. The Subcommittee reviewed and discussed enrollment at the CATC; the status of the Welding program; the Navy's willingness to invest \$2.7 million to expand the Career and Advanced Technology Center's (CATC) Welding program; and the Sterilization Processing and Aseptic Technician programs.

(11) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 1, 2023
- (b) Gifts and Grants
- (c) Settlement of CM Regent Claim No. 244254
- (d) Fiscal Year 2023-2024 Insurance Renewal
- (e) Change Order for Allied Universal
- (f) Reappointment of Fox Rothschild, LLP as Construction Counsel
- (g) Award of the Winnet Student Life First Floor Kitchen Demolition
to L&L Legacy Construction
- (h) Allied Universal Amendment
- (i) Johnson Controls Inc.
- (j) Stop Loss – Granular
- (k) Life and Disability Insurance – Sun Life
- (l) Medical Benefits - IBX
- (m) Appointment of Faegre Drinker as the College's Labor Counsel
- (n) Approval of Mass Media Associate of Arts and Communications Studies Associate of
Arts Academic Programs Reviews

(12) Report of the Chair

(a) Board Self-Assessment

The Board was informed that highlights of the Board self-assessment will be shared at the November Board meeting.

(13) Old Business

There was no old business discussed.

(14) New Business

There was no new business discussed.

(15) Next Meeting: Committee of the Whole, October 4-5, 2023

In-Person Event: Wednesday, October 4, 2023: Dinner and Presentation 5:30 p.m. -
Center for Business and Industry, 1751 Callowhill Street, Room C2-5

Thursday, October 5, 2023, 3:00 p.m. Board of Trustees Meeting
Isadore A. Shrager Boardroom, Room 2-1/Hybrid

The meeting adjourned at 4:45 p.m.

(16) Executive Session

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

**Community College of Philadelphia
Meeting of the Board of Trustees
October 5, 2023
Office of Institutional Advancement
Record of Grants and Gifts FY24**

Summary by Source:

	FY 2024		FY 2023	FY2024 and FY2023
Held by College	<i>since last report 8/16/23 -9/15/23</i>	Fiscal Year To Date 7/1/23 - 9/15/23	Fiscal Year To Date 7/1/22 - 9/15/22	Variance 7/1 - 9/15
Federal	\$ -	\$ 681,219	\$ 6,440,781	\$ (5,759,562)
State	\$ -	\$ -	\$ 46,851	\$ (46,851)
Local / City	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 681,219	\$ 6,487,632	\$ (5,806,413)
Held by Foundation (Cash-in-Hand)	<i>since last report 8/16/23 -9/15/23</i>	Fiscal Year To Date 7/1/23 - 9/15/23	Fiscal Year To Date 7/1/22 - 9/15/22	Variance 7/1 - 9/15
Corporation	\$ 1,500	\$ 46,500	\$ 349,500	\$ (303,000)
Foundation	\$ 20,007	\$ 392,506	\$ 841,537	\$ (449,031)
Individual	\$ 20,907	\$ 56,121	\$ 78,258	\$ (22,137)
Organization	\$ 221	\$ 1,165	\$ 55,530	\$ (54,365)
Total	\$ 42,635	\$ 496,292	\$ 1,324,825	\$ (828,533)
TOTAL	\$ 42,635	\$ 1,177,511	\$ 7,812,457	\$ (6,634,946)

PUBLIC / GOVERNMENT SUMMARY (Since September 7, 2023 Meeting)

- No new public grants to report since last meeting.

PRIVATE / PHILANTHROPIC SUMMARY (Since September 7, 2023 Meeting)

- An anonymous private donor awarded \$11,000 to the Fund for Scholarships.
- The Talbot-Clark Community Fund awarded \$10,000 to the 50th Anniversary Promise Scholarship.
- An anonymous private donor awarded \$10,000 for the Travel Fund for Nursing Faculty.
- PECO Energy Company awarded \$10,000 for the PECO Scholars Program.
- The Gertrude Baker Charitable Trust awarded \$10,000 for the Gertrude Baker Trust Scholarship Fund.

October 2023 Events

October 2

Three Identical Strangers Screening
West Building, W2-48
1:00p.m. -3:00p.m.

Civics Beyond the Classroom Workshop
Winnet Building S2-03
5:30p.m. -7:30p.m.

October 3

The Science Behind the Eagles, STEM Program
Winnet Building, The Great Hall
2:00-3:00pm

October 4

LGBTQ Art Exhibit Opening Reception
Mint Building L1-01
1:00p.m. -3:00p.m.

Flu Shot Clinic
Winnet Building S1-22
9:00a.m. -12:00p.m.

CCP Votes Registration Tabling
Pavilion Courtyard
11:00a.m. -1:00p.m.

Latine & Queer Panel Discussion
Winnet Building S2-03
11:00a.m. -1:00p.m.

Taste of LatinX celebration
NERC Community Room
12:00p.m. -1:00p.m.

October 5

Grady's Garden Anniversary Celebration
Grady's Garden
8:00a.m. - 3:00 p.m.

National Manufacturing Day
Career & Advanced Technology Center
9:00a.m. -3:00 p.m.

October 9

Mamava Lactation Pods Ribbon Cutting
Bonnell Building Lobby

2:30 p.m. – 3:30 p.m.

Woman's Advocacy Family Fun Day
Winnet Building Courtyard
3:00-6:00om

October 10

National Disabilities Awareness Month
Bonnell Building Lobby, Lobby
1:00p.m. –2:00p.m.

Temple Japan Info Session
Winnet Building S2-03
1:00p.m. –3:00p.m.

October 11

Majors Job Fair Pathways
Bonnell Lobby
11:00a.m.-1:00p.m.

National Coming Out Day Tabling (QSU)
Pavilion Lobby 1
12:00p.m. – 3:00p.m.

LGBTQ film Screening of "Cured"
Winnet Building S2-03
5:00p.m. –7:00p.m.

October 17

Breast Cancer Awareness Day
CATC-140,240, West Building Lobby
11:00a.m. – 2:00p.m.

Fall Internship Fair
Bonnell Lobby
11:00a.m. –3:00p.m.

Flag Football 5-on-5 Tournament
Athletics Center, Gymnasium
12:00p.m. –2:00p.m.

October 18

One Book/One College Kick Off Event
CBI C2-28
11:00a.m. –1:00p.m.

Pronouns Day

Pavilion Lobby 1

October 25

Becker Awards

CBI C2-05

8:30-10:00am

Artist in Residency Programs

Mint Building L1-01

5:00p.m. -7:00p.m.