Community College of Philadelphia

Meeting of the Board of Trustees, Thursday, January 4, 2024, 3:00 p.m. Isadore A. Shrager Boardroom, M2-1/Hybrid

AGENDA

(1) Executive Session I

(2) Meeting Called to Order

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

• Review of Board Retreat, December 7, 2023

• Update on Enrollment

• Update on Governor's Plans for Higher Education

(3) Public Comment

(4) Report of the President

(a) Review of Board Retreat, December 7, 2023

(b) Update on Enrollment

(c) Update on Northwest Regional Center

(d) Update on Governor's Plans for Higher Education

(e) Update on State Budget

(5) Student Outcomes Committee, November 2, 2023

(6) Combined Meeting of the Business Affairs and Executive Committees, November 15, 2023

(7) Workforce Subcommittee, November 29, 2023

(8) Consent Agenda

(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of November 2, 2023

(b) Gifts and Grants

(c) Purchase of Dell Computers

(9) Report of the Chair

(a) Approval of Resolution for V. Steve Herzog (A)

(b) Pennsylvania Commission Virtual Statewide Trustee Meeting, November 14, 2023

(c) National Legislative Summit, February 4-7, 2024

(d) Sophomore Nights

Tuesday, February 6, 2024, 5:30 p.m. (Women's)

Tuesday, February 13, 2024, 7:00 p.m. (Men's)

(e) Assessment: Next Steps

(f) Major Gifts-Expectations for 2024

(g) Committee of the Whole-March, 2024 (In-person)

(h) Board of Trustees Meeting Time

(10) Old Business

(11) New Business

(12) Next Meeting: Thursday, February 1, 2024 (Start/End Time TBD) Isadore A. Shrager Boardroom, Room M2-1/Hybrid

Committee Meetings

•Student Outcomes, Thursday, January 4, 2024, 12:30 p.m., Library and Learning Commons, Room L1-13/Hybrid

•Business Affairs, Wednesday, January 17, 2024, 9:00 a.m. Isadore A. Shrager Boardroom, M2-1/Hybrid

•Workforce Subcommittee, Wednesday, February 21, 2024, 3:00 p.m., Center for Business & Industry, Room C2-5/Hybrid

Upcoming Events

•Professional Development Week, January 8-10, 2024 Opening Session: Monday, January 8, 2024, 8:30 a.m. Winnet Great Hall, Room S2-19

• Martin Luther King, Jr. Holiday, Monday, January 15, 2024 - College is closed

• Sophomore Nights

Tuesday, February 6, 2024, 5:30 p.m. (Women's)

Tuesday, February 13, 2024, 7:00 p.m. (Men's)

January 2024 Calendar of Events

(13) Executive Session II

The Board will convene in Executive Session to discuss labor negotiations and construction-related legal matters. The Board will not return following the Executive Session.

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

MEETING MINUTES

**Thursday, November 2, 2023
1:00 p.m.**

**Zoom
&
Career and Advanced Technology Center
4750 Market Street, Room 357
Philadelphia, PA 19139**

Presiding: Ms. Chekemma Fulmore-Townsend

**Committee
 Members**:   Ms. Mindy Posoff, Mr. Patrick Clancy, Ms. Roz McPherson, State
Representative Morgan Cephas

**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,
Dr. Shannon Rooney, Dr. Darren Lipscomb, Dr. Sesime Adanu

Guests: Dr. Judith Gay, Consultant to the Board of Trustees
Dr. Lisa Sanders, Dean of Liberal Studies
David Bertram, RA, Department Chair, Architecture, Design & Construction
Dr. Amy Birge - Caracappa, Director of Assessment
Lizzie Gordon, Assessment and Evaluation Coordinator
Kara Crombie, Department Head, Photographic Imaging
Ariel Vazquez, Architecture, Design and Construction Coordinator

I. Public Session

a) Introductions   (I)

All guests were introduced. Trustee Chekemma Fulmore-Townsend called the meeting to order and referenced the October 5th, 2023, meeting minutes and materials that were shared with the Board in advance. Next, she brought to the floor a motion to approve the minutes from the last meeting. Trustee Mindy Epps made a motion to approve, and Trustee Patrick Clancy seconded the motion. The minutes from the October 5th meeting were approved.

(b) Architecture Associate of Arts Program   (A)

Dr. Marshall congratulated and introduced Dr. Lisa Sanders who is the new Dean of Liberal Studies. Joining her was David Bertram who is the Department Head of both the Architecture Associate of Arts, and the Interior Design Associate of Arts programs. Other guests included Ariel Vazquez, the Architecture, Design and Construction Coordinator, Dr. Amy Birge - Caracappa, the Director of Assessment, and Elizabeth Gordon, the Assessment and Evaluation Coordinator.

Dr. Sanders began the discussion by highlighting some of the key findings of the architecture programs. Such findings included growth in enrollment, and the development of strategies to achieve equity goals by providing first year students with more time in the design studio space as an effort to help them to achieve their learning outcomes. The curriculum of the first two years in the program of has been designed to mirror the programs of four-year colleges. Dr. Sanders explained that the curriculum meets the five-year requirements necessary to become a licensed architect. To ensure that the program is aligned with the expectation of our transfer institutions, the program courses and additive courses have been revised, and annual assessments of every course have also been conducted.

Dr. Birge - Caracappa explained the enrollment data presented in the Architecture APR. She informed the Board that the program has strong enrollment and retention. The program has bounced back since the pandemic, which had previously decreased before and during that time. However, there is a disconnect between the enrollment increases and the number of students who graduate. There is also a disconnect between the number of students who transfer and graduate from their transfer institution. She stated that the reason for the disconnect should be investigated. Dr. Birge - Caracappa then elaborated on the key findings regarding the enrollment from the period of 2019 to 2023, which increased by 168.9%. In Fall 2018, retention decreased, but in Fall 2021 retention numbers bounced back up.

Dr. Marshall asked David Bertram to share strategies that address the graduation rate. He stated that some students are anxious to move on to the university, and may be off cycle when the semester ends and will begin. This may be a result of the current program schedule of courses. Although the students are great candidates for completing the Associate degree at CCP, some students prefer to leave early because they don't want to have a lapse of time between semesters or are simply anxious to start taking classes at a four-year institution. He explained that one way to resolve the lapse in time between semesters when transferring could be done by restructuring the studio scheduling with an additional studio in the summer to help those who start in the Spring complete. Dr. Sanders stated that studio classes are critical because it defines the students' commitment to becoming architects. These courses are required, and if students don't enroll in the courses, they are unable to complete the program. Mr. Bertram explained that students who don't complete the program may enroll in facility management, or construction management.

Trustee Fulmore-Townsend raised a question highlighting two observations mentioned earlier during the presentation from the APR. The first question was related to the proportion of graduates who are completing the program less than the college average. She asked for clarity about whether the concept of transfer students is considered a bad thing, and if there was a way to have the data depict the meaning of transfer students more clearly. She also asked for confirmation regarding whether transfer students are achieving their degree. Mr. Bertram referred to Dr. Birge - Caracappa. Ms. Gordon informed the Board that the college receives a data package from the National Student Clearinghouse annually that consists of information from transfer institutions regarding what colleges students transferred to and whether those students actually graduated over the last five to seven years.

Trustee Epps asked if students taking a semester off when transferring is a detrimental decision that can cause financial debt which may essentially deter the student from completing their degree. He also asked if students who need to take off during the transfer period could intern, or participate in a learning co-op opportunity. Mr. Bertram shared with the Board that he does not have experience with internship models in his department, but would be interested in learning more about how it is structured in the college. He then referred to Ariel Vazquez, who is the Architecture, Design and Construction Coordinator who has a professional network that could be resourceful in helping to develop the opportunities referred to by Trustee Epps. Trustee Fulmore-Townsend followed up on her previous question with regards to data that reports the low graduation rate within the program. She inquired if feedback was provided by transfer institutions regarding student readiness. With regards to the low proportion of degrees being awarded, and the unsuccessful transfer rate, Trustee Fulmore-Townsend inquired about how successful students are when they move forward. Dr. Gray shared with the Board that the college has begun working with transfer partners and gathering data on how the college's students are doing once they transfer. From that data, he has been informed that the college's largest transfer partner, Temple University, is still only graduating our students at a 50% rate. He stated that he would touch base with Victoria Zellers to help us develop a new data sharing agreement that would be incorporated within the college's dual admission agreements allowing us to receive follow up information from transfer partners to gather data on how our students are doing in their first year after transferring. Trustee Epps asked if our graduation rates are higher for transfer students in other disciplines. Dr. Gray stated that both Dr. Birge – Caracappa and Ms. Gordon could provide specific insight to his question.

Dr. Gray informed the Board that he and Dr. Marshall were working on a strategy for reverse transfer of students. This would allow students who have since transferred from CCP to receive an associate's degree even after they have transferred as long as they meet the requirements. Many students simply transfer and are only concerned with getting the bachelor's degree and do not officially apply for graduation from CCP. A targeted approach to reaching out to these students could positively impact our graduation rates. The model will strengthen

the partnership with the college's transfer institutions, and provide a clearer understanding to students who do not receive a degree initially, while providing next steps following their studies. Trustee Posoff confirmed the meaning by asking if a student transfers from another college and doesn't finish at the transfer institution, if the student can transfer their credits at CCP.

Dr. Generals explained to the Board that the practice of reverse transferring is fairly common, and not exercised as much as it should. Trustee Posoff stated that students should know that reverse transferring is an option if they are struggling with their studies. Dr. Generals explained that there are caveats in the articulation agreements of what students should complete before progressing to the next level. Overall, students are fully aware that the best path academically and financially is to complete the degree program at CCP, and then pursue a bachelor's degree.

Trustee Posoff asked Mr. Bertram about the reason for the transition of classes from the spring into the summer timeframe. Mr. Bertram explained that it would be best for the students who start their studies off cycle because they are given the opportunity to finish in a shorter period of time and can begin working in the field sooner. Studio classes are intensive, four credit classes. With these classes, students work 16 to 18 hours a week, during the summer but complete the classes in a short timeframe.

Trustee Epps stated that he was having difficulty understanding the graduation success rates of CCP in general as it relates to the college's transferring partners. He inquired about what the three-year to five-year graduation rate is in general. Dr. Rooney informed the Board that she will follow up with the Director of Institutional Research to pull up that information.

Trustee Cephas asked how often the college examines whether the curriculum of the institutions where students are transferring to is aligned with what students are learning, and what is being done to ensure students feel prepared to matriculate into those institutions where they are enrolling? Dr. Marshall stated that examining that part of the transfer process is an ongoing process. The faculty, department heads, and the leadership teams review the curriculums on a regular basis. Mr. Bertram confirmed that he reviews the architecture and interior design curriculums. He also informed that Board that he and Mr. Vazquez both invite the program directors from Jefferson, Drexel, and Temple University for Advisory Board meetings to discuss the curriculum at CCP. Trustee Cephas asked if the program coordinators from those colleges have weighed in to share why CCP students are not as successful as we want them to be when they transfer into their institutions. Mr. Bertram stated that he has not been hearing that Architecture Associate of Arts students aren't succeeding based on his anecdotal conversations with CCP students who have transferred.

Mr. Vazquez stated that he and Mr. Bertram are constantly in discussion with transfer institutions regarding what is being taught in effort to align the college's curriculum closer to what the other institutions are doing so that our students can

successfully transfer to a three-year or four-year program. One program that is making changes is Jefferson. The university has made small changes in their Interior Design program that Mr. Vazquez is reviewing, so that CCP can continue to align their program to better prepare students for transfer. For instance, one class was an elective, but now transfers as meeting the requirements for two courses at Jefferson. Mr. Vazquez stated that the students at CCP are getting a good foundation.

Trustee McPherson made a suggestion to the Board and guests to consider partnering with HBCU's such as Hampton University in Virginia, which has a strong architecture program. Many of Hampton's architecture students continue their studies at schools such as Massachusetts Institute of Technology (MIT). Providing CCP students with opportunities at HBCU's outside of Philadelphia would be conducive to students providing them a nurturing environment that would help to develop their confidence. Mr. Vazquez agreed, and informed the Board that he had a similar discussion with Mr. Bertram with regards to students who would want to further their education outside of the Philadelphia area. He has been in contact with institutions that are interested in diversifying their student population such as the Illinois Institute of Technology (IIT), Kansas University, and the University of Michigan. Trustee McPherson replied that she would like for CCP students to be encouraged to consider having an HBCU experience because they will not encounter the same cultural experience if attending Kansas University or University of Michigan. Dr. Generals shared with the Board that a college fair was held on campus recently that was dedicated to HBCU institutions. Some of the institutions in attendance were Howard University, Lincoln University, Cheyney University, and Alabama A&M. In the meeting chat, Dr. Darren Lipscomb shared that advocacy for expanded enrollment at HBCUs, particularly those out of state, will require a willingness from those institutions to partner with us on creating scholarships for CCP graduates as cost can be a significant barrier for enrollment at those institutions.

Trustee Fulmore-Townsend asked Mr. Bertram if there were any other updates he wanted to share with the Board. He shared that increased lab and open studio space has been provided for students that gives them access to software, materials, and equipment for their studies. Mr. Bertram shared that Jefferson University is one of the most gracious university transfer partners for the Architecture Associate of Arts in the area. However, Temple University does not accept a lot of CCP students' credits, and often makes them repeat courses. Drexel University is often too expensive for students to attend. Trustee Fulmore-Townsend asked Dr. Birge – Caracappa to share the Architecture program demographics chart on race and gender in the meeting chat on Zoom.

(c) Interior Design Associate in Arts Program   (A)

Dr. Sanders opened the discussion regarding the Interior Design Associate of Arts Program by stating there are a few overlaps in the program that are similar to the Architecture Associate of Arts Program such as enrollment growth. First year students are provided the same opportunity as Architecture students are

within the same space. Jobs are projected to grow 1% due to the demand for environmentally friendly and accessible home and office interiors. One of the differences between the two programs is that licensing is not required for interior design, which allows students to begin practicing their craft right away without prolonging their studies. Dr. Birge – Caracappa explained that the data for the Interior Design program is similar to the Architecture program, however there are variations related to gender possibly due to gender norms typically associated with the different careers. Another factor might be related to the different requirements for employment that come with interior design. Although the program is smaller compared to Architecture, the enrollment increased by 346.7% from 15 students to 67 students in the period from 2019 to 2023. There was a lower proportion of students identifying as people of color than the college at 63.3%, as opposed to 77.6%. Within the program, there was a higher proportion of students identifying as white females. From 2018 through 2020, there was a steady increase in retention. Afterwards, there has been a decrease, with slight fluctuation over the years. The number of graduates has also been fluctuating. Dr. Birge – Caracappa stated that all other data has been similar to what was reported for the Architecture program.

Trustee Fulmore-Townsend asked about how transfer data is reported regarding the success of students. Mr. Bertram explained students are ready to succeed after they complete studio four, and that there is no reason they should not succeed at a university. Trustee Fulmore-Townsend asked if there was a timing issue. Mr. Bertram stated that he has not noticed an issue and that the program is growing in enrollment.

Trustee McPherson shared that Architecture and Interior Design are two fields that can be challenging for people of color to enter, and that women can have a difficult time working within the field. She asked how is the discussion around culture and work culture shared in regards to both fields? Such challenges should be explained to students because they often are derailed from these interests because of the culture of the work environment.

Trustee Epps stated that it could be a good idea to bring in speakers who could share the realities of how it is working in the Architecture and Interior Design fields. Mr. Bertram agreed and informed the Board that Mr. Vazquez just hired a new colleague named Karen Anderson who is involved with the National Organization of Minority Architects (NOMA). Trustee Epps stated that there is at least a half dozen of different architectural and design firms that are owned by women and people of color that could potentially form a collaboration or partnership with the college on behalf of the students. Mr. Bertram shared that one of the courses that focuses on the history of architecture involves trips to New York City, and around the Philadelphia area that highlights the development of historical buildings. Trustee McPherson shared that the new African American Museum will be up on the parkway. There are some opportunities to observe not only the construction, but also interpretive design. There are Black firms that are involved in the project. There is also a Zion

Baptist Church redevelopment project taking place. The historic church was designed by an African American architect named Walter Livingston. Trustee McPherson would like to have students involved in legacy projects that could make a difference. Dr. Generals mentioned the Taney project and its historical significance. Taney street was named after Roger B. Taney, the Chief Supreme Court Justice in the Dred Scott v. Sanford case. The Supreme Court ruled that currently and formerly enslaved people were not American citizens. Dr. Generals recently held a fireside chat about the street's historical significance and the need to rename the street.

As the discussion came to a close regarding the Interior Design Associate of Arts Program, Dr. Birge – Caracappa informed the Board that she would follow up with regards to student success at the transfer institutions. Dr. Gray added that every institution's graduation rate where CCP sends students is tracked. Aggregated data is available, and now the college is working on getting it to a point where disaggregated student data is available for this population of students and at a program level. An agreement will need to be developed by Victoria Zellers as an effort to receive that information from partner institutions. Dr. Generals shared that periodically, a college president from institutions such as Drexel University and St. Joseph's University will send him the results of CCP students who have transferred there.

As the APR presentation closed, Trustee McPherson stated that due to the political climate of certain colleges in various states, there should be careful consideration of where students are encouraged to study.

Trustee Fulmore-Townsend opened the floor to the Board to discuss the recommendation of both the Architecture and Interior Design programs. She expressed her concern regarding the graduation rates. Trustee Fulmore-Townsend would like the College to further examine the reasons for the low graduation rate, and consider if the resources allocated to the program and similar programs for retention and completion are enough. Dr. Marshall stated that there needs to be both an internal and external data conversation at CCP. The data that is typically shared for these presentations are based on external regulatory data requirements but don't always speak to how the data actually plays out with specific programs and populations of students. These nuances provide necessary context to fully understand the data and the implications. She shared that her insight with regards to the APRs is the need to look into expanding our reverse transfer efforts which would possibly increase the graduation numbers. Currently, there may be many students who are not counted in our graduation numbers even though they may have met the requirements. We would be able to include more of them moving forward if they take advantage of reverse transfer. Dr. Marshall would also like to dig into the transfer data further to find out more about how our students are doing in these fields once they transfer. Trustee McPherson expressed that the professors should be aware of the issues students face culturally. Trustee Fulmore-Townsend expressed concern that the Department Head was not aware of the

data shared from the APRs during the presentation. She further stated that she did not feel that the Board received a substantial response regarding the low graduation rate, and whether students are attending four-year institutions prematurely, underprepared and not supported. Trustee Fulmore-Townsend stated that she is not comfortable making the recommendation to approve these programs for five years at this time. Dr. Marshall shared that the data regarding transfer students needs to be examined. She would like to look into students who change their majors as well. Dr. Marshall also shared with the Board the efforts that are being taken to diversify faculty which can also help with sensitivity to the issues of culture. Trustee McPherson shared that a step should be taken further beyond hiring diverse faculty and that cultural competency should be a factor as well. Trustee Fulmore-Townsend asked Dr. Rooney how soon would it be before a conversation takes place regarding the research. Dr. Rooney assured her that the information could be provided soon. Trustee Fulmore-Townsend asked if the research could be discussed at the next SOC meeting in January. Trustee Clancy asked about the ramifications if a decision was not made during the meeting to approve the programs because he thinks it's best to not make a decision that could have a negative impact, and inquired about the timeline.

Dr. Marshall stated that the Board should also consider the implications of not approving the program, which has doubled in enrollment since Covid, and consider the overall approach that has been taken to date to approve or not approve a program. Although there is data that needs to be gathered and considered further, in the next meeting a decision can be made about approving or not approving for a certain period of time less than the typical five years to allow the department to make progress towards improving the graduation rates. Trustee McPherson expressed that she is not suggesting not to approve, but that more conversation is needed around the challenges of both programs. Trustee Fulmore-Townsend shared that in the past when the Board has had concerns about a program, goals were specified around enrollment, or graduation, or assessment.

Trustee Fulmore-Townsend concluded the meeting by stating that the hiring updates would be discussed at the next meeting. Both Dr. Marshall and Dr. Rooney will clarify the data and research questions and make sure the Board has information. The discussion about the Board's recommendation for both of these programs will continue at the next meeting.

Community College *of* Philadelphia

Academic Program Review:
Architecture A.A.

Authors: David Bertram, Dawn Sinnott, PhD, Elizabeth Gordon, Amy Birge-Caracappa, PhD

Fall 2023

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1. Executive Summary

A. Program Context

Since the previous audit, the Architecture program has seen growth in enrollment and has developed and implemented strategies to achieve equity goals, such as providing first-year students with more time in the design studio space, aided by the acquisition of a new dedicated classroom. The Architecture program sustains relationships with transfer institutions and strives to make their curriculum mirror the first two years of a four-year program accredited by the National Architectural Board (NAAB). The program has provided students with free materials and is developing a much-needed model building program to promote student success. The Architecture program has completed many course revisions and developed two new courses: ADC 123: Construction and Print Specifications and ADC 133: Project Management in Construction, which help students develop foundational skills in construction print reading and project scheduling and estimating. The Architecture program maintains a robust repository of assessment materials and results, collects assessment data each semester, and reviews both course and program-level assessment data at monthly faculty meetings.

B. Key Findings

Enrollment and Demographics

1. Over the period studied, Architecture program enrollment increased by 168.9% from 45 students in Spring 2019 to 121 students by Fall 2023.
2. On average, the Architecture program enrolled a higher proportion of full-time students (46.7%) than the College overall (30.4%).
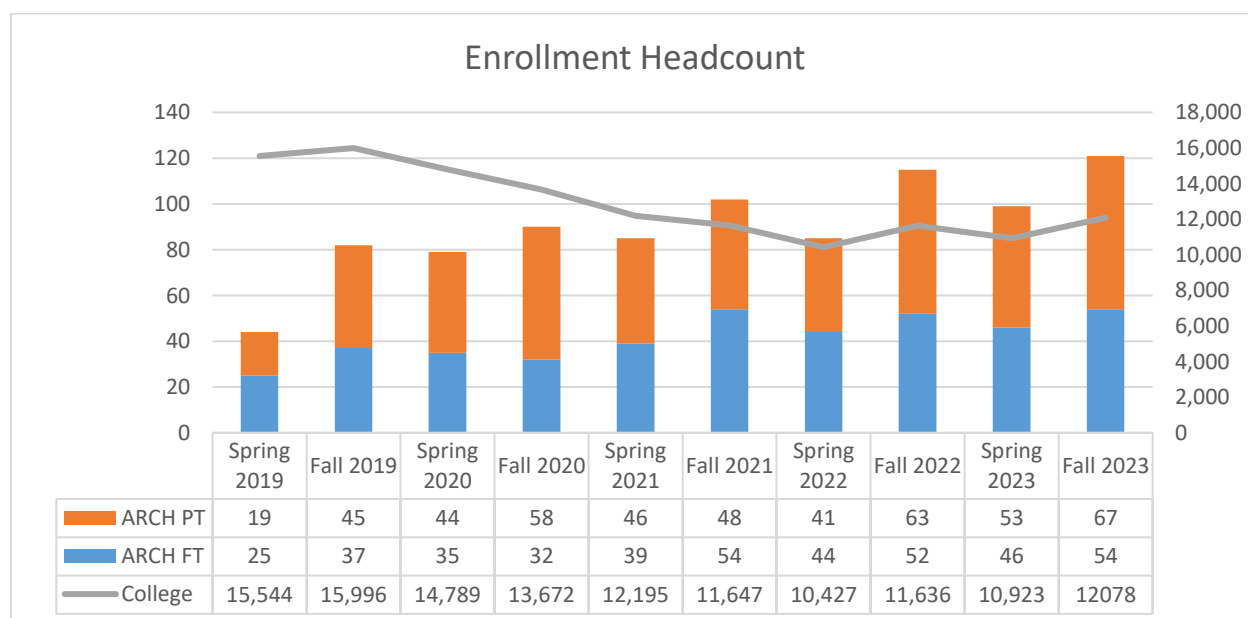
Enrollment Headcount

	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023
ARCH PT	19	45	44	58	46	48	41	63	53	67
ARCH FT	25	37	35	32	39	54	44	52	46	54
College	15,544	15,996	14,789	13,672	12,195	11,647	10,427	11,636	10,923	12078

3. During the period studied, the program enrolled a lower proportion of students identifying as Black females (10.9%) than did the College overall (30.4%), and a higher proportion of

students identifying as Hispanic males (13.0%) than the College's overall average of the same group (5.1%).

4. On average, the program enrolled a smaller proportion of students identifying as female (45.7%) than did the College overall (66.5%).

5. The ARCH program enrolled a larger proportion of students ages 16-21 (51.1%) than did the College overall (41.9%).

Proportional Age Group Comparison

	College	ARCH
40+	8.5%	4.1%
30-39	16.4%	13.4%
22-29	32.1%	31.8%
16-21	41.9%	51.1%
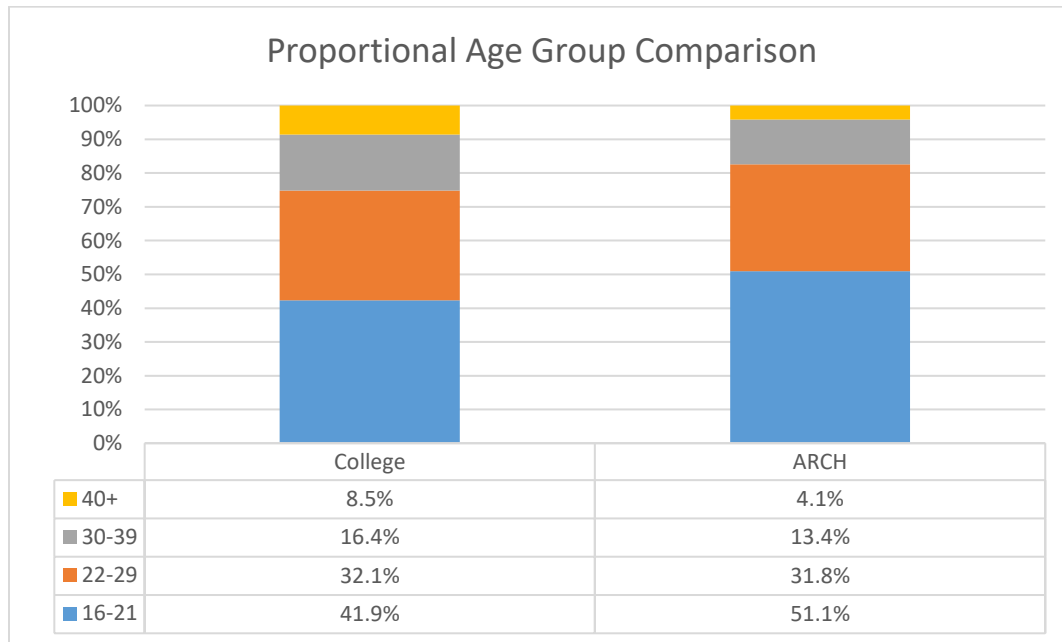
Retention

6. **Fall to Spring**: The program averaged a higher proportion of students who re-enrolled to the same program for the Spring semester following a given Fall semester (64.8%) than did the College overall (61.1%).

Fall to Spring: Returned to Same Program + Graduated

	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
ARCH	82.2%	75.6%	61.1%	67.6%	65.2%
College	65.6%	64.8%	62.8%	64.5%	64.5%
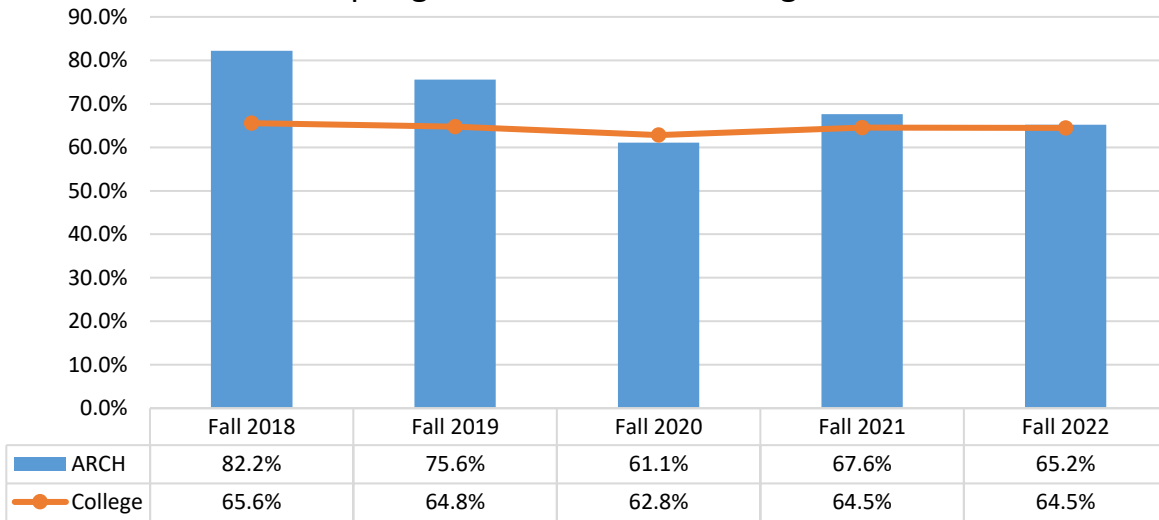
7. **Fall to Fall**: Over the period studied, the proportions of Architecture students who were retained from the indicated year to the next decreased from 47.8% in Fall 2018 to a low of 34.9% in Fall 2019, then rose back to 47.8% in Fall 2021.
8. The proportions of students falling into the combined category of "Returned to Same Program + Graduated," while consistently higher than that of the college overall, decreased from a high of 68.9% in Fall 2018 to 46.7% in Fall 2020, then increased again to 55.6% by Fall 2022.

Fall to Fall: Returned to Same Program + Graduated
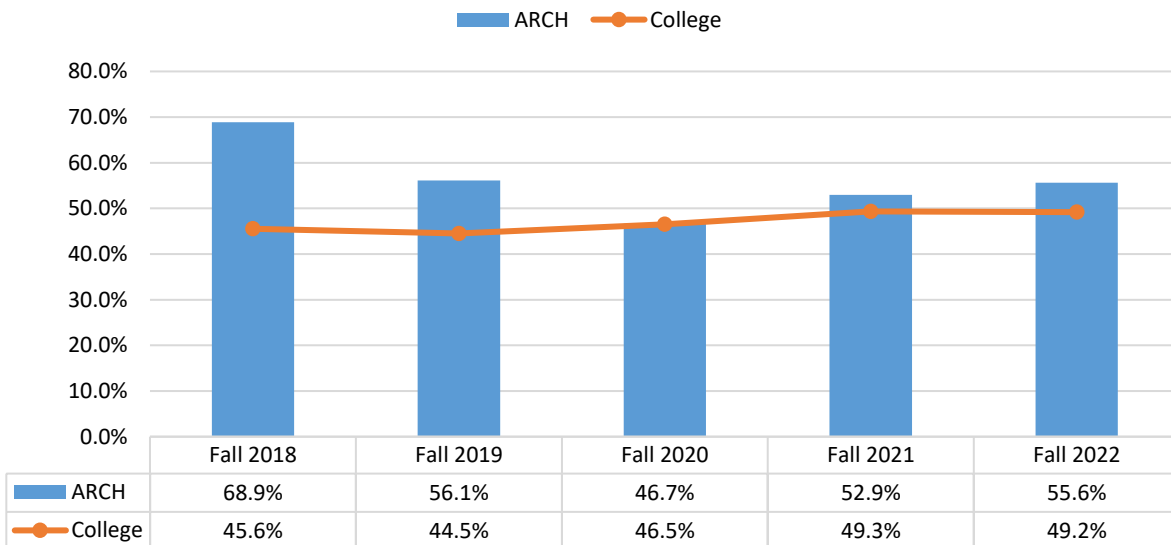
	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
ARCH	68.9%	56.1%	46.7%	52.9%	55.6%
College	45.6%	44.5%	46.5%	49.3%	49.2%

Academic Program Review   Architecture A.A.

Success and Graduation

9. Over the period studied, the program enrolled a larger proportion of sophomores, or students who had earned 24 credits or more (59.2%) than the College's overall average (49.2%).

ARCH Credits Earned

	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023
Sophomore	43	43	41	38	47	48	49	53	48
Freshman	1	33	30	41	33	42	30	46	37
Zero Credits Earned	0	6	8	11	5	12	6	16	14
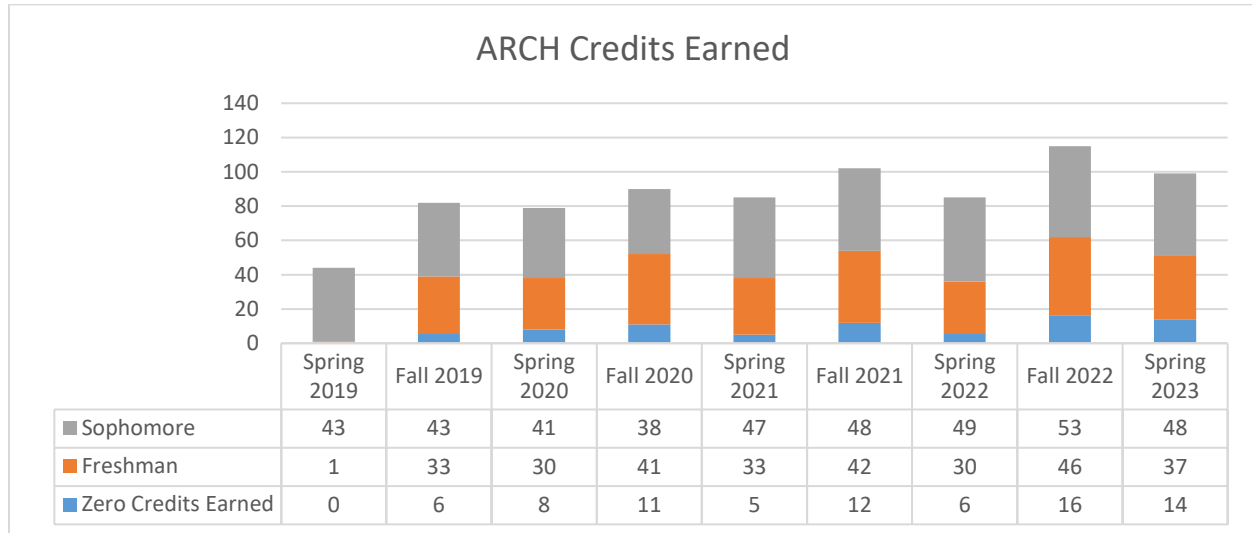
10. Over the period studied, the average proportion of Architecture program students in Good Standing was 92.5%; the proportion of students at the College overall was 91.2%.
11. The program had a slightly lower proportion of students on probation with either part-time or full-time status (7.2%) than did the College overall (7.9%).
12. Further review of data and discussion is required to determine why the program's graduation rate has not increased as enrollment has.

Degrees Awarded

	2019	2020	2021	2022	2023
Associate in Arts	13	21	10	11	10
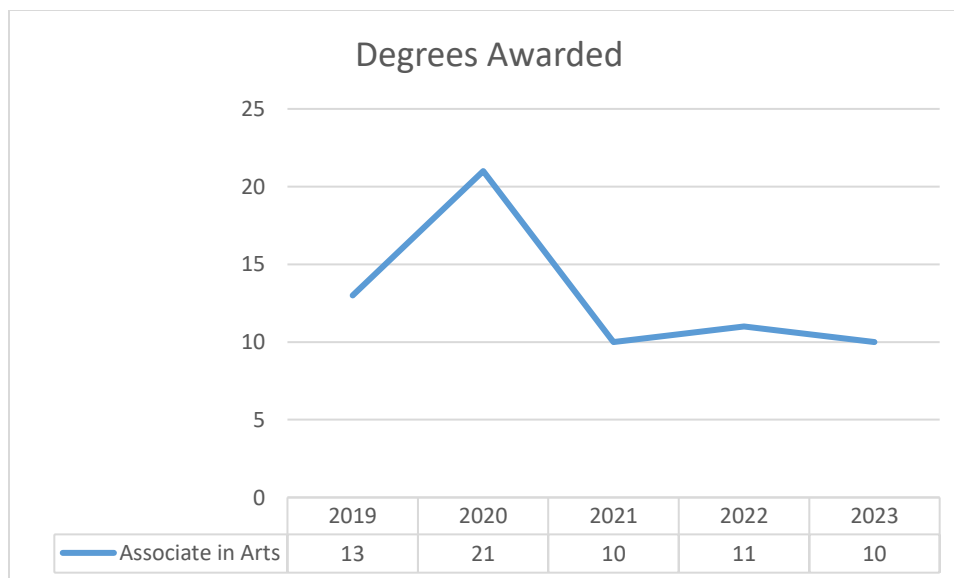
13. Over the period studied, the Architecture program awarded a total of 65 A.A. degrees.

Academic Program Review   Architecture A.A.

Transfer

14. Students whose first semester at CCP was between 2016-2021 and whose last CCP major was Architecture:
15. Over the period studied, a slightly lower proportion of Architecture graduates transferred to another institution (56.3%) than graduates of the College overall (58.2%).
16. A lower proportion of Architecture graduates (15.7%) also graduated from their transfer institution than graduates of the College overall (29.7%).

	Transferred		Did not Transfer	
College-Wide Graduates	3007	58.2%	2162	41.8%
ARCH Graduates	18	56.3%	14	43.8%

	Graduated from transfer inst.		Did not graduate from transfer inst.	
College-Wide Graduates	892	29.7%	2115	70.3%
ARCH Graduates	5	15.7%	27	84.4%

17. Program faculty work closely with their university counterparts to prepare students for success in the university setting.
18. Architecture faculty have designed a curriculum that reflects the rigor of university work while addressing issues that might explain why students did not choose to enroll in a university directly, such as finances and academic preparation.
19. Jefferson University has been one of the program's most common transfer universities in recent years, and its program directors continually applaud CCP Architecture students' performances after transfer.
20. All transfer institutions are members of the program's Advisory Board, and curriculum updates are reviewed annually.

Assessment

21. With the assistance of the Liberal Studies DCAF team, the Architecture program maintains an assessment document repository in Canvas.
22. All raw assessment data and documentation from 2017 to 2022 are easily accessible to the Architecture faculty and the Liberal Studies administration; future data and documentation will continue to be added.
23. With the AEFIS system, course outcomes are assessed every semester for the courses that ran that semester.
24. As all Architecture courses run each year, all outcomes are therefore assessed each year.
25. Once a year, with the DCAF team's guidance, the Department's faculty completes program-level reports.

Academic Program Review   Architecture A.A.

Workforce Development

Average Job Posting Demand Over an Average Supply of Regional Jobs

USA	USA	USA
3,191	**$72,514**	**74**
Jobs (2023)	Compensation	Job Posting Demand
Your area is about average for this kind of job. The national average for an area this size is 3,320* employees, while there are 3,191 here.	Earnings are high in your area. The national median salary for your occupations is $67,258, compared to $72,514 here.	Job posting activity is about average in your area. The national average for an area this size is 72* job postings/mo, while there are 74 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

26. According to the Bureau of Labor Statistics, the employment of architects is projected to grow three percent from 2021 to 2031.
27. Within this projection, about 9,100 openings for architects are projected each year, on average, over the decade.
28. Most of those openings result from the need to replace workers who transfer to different occupations or exit the labor force, e.g., through retirement.
29. The focus on energy-optimization technologies is increasing in developed countries, including the United States.
30. The need for green planning and architecture has also gained momentum in this region. Thus, it is expected to boost the demand for architectural services in North America

Cost

31. Over the period studied, the Architecture program ran between fourteen and nineteen sections of its required courses each semester, which were enrolled at 65.0% of capacity on average.
32. The ADC program typically costs around $73 per credit hour more than the Liberal Studies Division and $69 more than the College. Architecture, Interior Design, and Building Science began submitting separate costing data in 2017.

C. Prior Audit (2018)

Recommendations from Prior Audit and Program Response:

Enrollment and Retention
1. Examine data about students who depart with fewer than 24 credits to draw conclusions about why these students leave the program.
2. Determine the ideal size of the program based on physical/space constraints and contract requirements and create an action plan to achieve that size.

Department's Response/Update: Bucking national and College-wide enrollment trends, the Architecture program, in addition to the Interior Design program, has demonstrated impressive growth over the past five years. In addition, the Architecture, Design, and Construction (ADC) department has developed several equity goals that address enrollment and retention. Due to the program's growth and in support of ADC's equity goals, the department has recently acquired an additional classroom, M2-25, directly across the corridor from the four ADC faculty offices. At the time of the 2018 program review, the department was near capacity with ~30 courses sharing and filling three classrooms during all hours that the department was open. The new classroom will allow for continued growth and, of equal importance, will provide students with much-needed space to work outside of the classroom. This latter point supports the department's equity goal of providing students with much-needed extended hours & space.

Our four-credit Design Studios (I, II, III & IV) are the backbone of ADC student's design education. Within the studios, each student produces their most important creative work for their portfolios, the quality of which determines their following opportunities regarding transfer and employment.

Studios require a heavy workload, which includes space-consuming drafting and physical model building. The new additional classroom allows the Department to give students the space and free time to complete their work. Universities typically provide each student with dedicated desks and 24/7 studio access, along with increased workload expectations. To help students succeed in transfer, it is imperative that the program give them the tools and space to complete the work expected of them.

Assessments identified Studios courses (ADC 109 & ADC 159) as the program's greatest leakage point. By moving second-year studios out of W2-04 (aka The Studio), first-year students will be provided with much-needed extended hours and space.

A related and equally important equity goal is reducing class caps for ADC's four Design Studios, currently capped at twenty-four; however, the top cause of student frustration and drop-out is the lack of individual time with instructors. To say that teaching twenty-four students, especially those in Design I, who do not yet know how to hold drafting tools properly, is difficult is an understatement. At ADC's transfer schools, studios usually have a ratio of one faculty per twelve students, whereas ADC has twenty-four students. Dr. Yasser Mahgoub, a specialist in social and cultural aspects of architecture, finds that:

> Faculty/student ratios typically (1:12) throughout the design studios are mindful of the significant importance of providing as much contact time as possible between the instructor and the students. This favorable ratio in support of the program's teaching/learning results in

> *a large number of one-on-one critiques, group discussions, and public juries essential to a successful and meaningful studio setting.* [1]

The ADC Department believes that the contractual cap size must be lowered to improve students' experience, retention, and quality of portfolio work. This will balance nicely with the additional classroom space, allowing additional sections to be added and supporting the programs' ongoing growth, reflecting the high-quality experience the College continues to provide ADC students.

Graduation

3. Increase graduation commensurate with program growth and patterns of enrollment by 2023, using Spring 2018 graduation as a baseline.

Department's Response/Update: In the Executive Summary of this Academic Program Review, the Architecture enrollment trend shows steady and measured growth over the past five years, and Exhibit 5b in the Key Findings depicts a relatively consistent number of degrees being awarded, with the exception of a low point in 2018 and a high point in 2020. Further review of data and discussion is required to determine why the program's graduation rate has not increased as enrollment has. Between 2017 and 2020, the Architecture program increased the number of degrees awarded by 40%, from 15 to 21 awards, and the post-COVID decrease in degrees awarded has stabilized and is expected to return to previous levels.

Transfer

4. Continue to work with local Bachelor programs to develop articulation or dual-admissions agreements.
5. Explore and amend barriers at CCP to post-transfer graduation.

Department's Response/Update: Program faculty work closely with their university counterparts to prepare students for success in the university setting. Architecture faculty have designed a curriculum that reflects the rigor of university work while addressing issues that might explain why students did not choose to enroll in a university directly, such as finances and academic preparation.

Jefferson University has been one of the program's most common transfer universities in recent years, and its program directors continually applaud CCP Architecture students' performances after transfer. All transfer institutions are members of the program's Advisory Board, and curriculum updates are reviewed annually.

Although the program has no formal articulation agreements with these institutions, the most desirable universities do extend themselves to Architecture students. University program directors visit CCP annually for end-of-the-semester reviews and dedicated transfer information sessions. There is a consensus within the Architecture/Interior Design academic fields that the quality of a student's final portfolio, which includes visual work from all their relevant classes at CCP, is the ultimate means to determine a student's appropriate standing in their third year. Portfolio work provides the clearest assessment of a student's abilities.

Assessment

6. Implement assessments as scheduled, analyze data, and create and implement teaching and learning improvements.

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[1] https://ymahgoub.wordpress.com/2020/08/15/student-to-faculty-ratio-in-architecture-design-studio/

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7. Continue to work with the Office of Assessment and Evaluation to implement a useful and streamlined assessment process that ensures assessment of course learning outcomes are contributing to the assessment of program learning outcomes.

Department's Response/Update: Architecture faculty have successfully transitioned to AEFIS and maintain a robust Canvas repository of annual assessment data, reviews, and improvements.

With the assistance of the Liberal Studies DCAF team, the Architecture program maintains an assessment document repository in Canvas. All raw assessment data and documentation from 2017 to 2022 are easily accessible to the Architecture faculty and the Liberal Studies administration; future data and documentation will continue to be added. With the AEFIS system, course outcomes are assessed every semester for the courses that ran that semester. As all Architecture courses run each year, all outcomes are therefore assessed each year. Once a year, with the DCAF team's guidance, the Department's faculty completes program-level reports. The plan for the next five years is to continue actively collecting raw data each semester, reviewing it regularly at monthly faculty meetings, and completing all associated course and program-level reviews. Reviews include recommendations to improve outcomes that do not exceed the College's benchmarks. Improvements are implemented each Spring as the assessment process begins again.

D. Action Items

The Office of Assessment and Evaluation makes the following recommendations for the program:

Enrollment and Demographics

1. Increase Enrollment as follows:

Benchmarks			Fall 2025 Projection		Fall 2027 Projection		Fall 2029 Projection	
Fall 2019 Headcount (Pre-COVID Benchmark)	Fall 2023 Headcount		N	% increase[1]	N	% increase[2]	N	% increase[3]
82	121	Low range[4]	145	19.83%	172	18.62%	198	15.12%
		High range	156	28.93%	192	23.08%	229	19.27%

[1]Increase from Fall 2022 headcount
[2]Increase from Fall 2024 projection
[3]Increase from Fall 2026 projection
[4]"Low range" projections reflect linear growth based on the last five years' trend; "High range" projections reflect linear growth based on the last two years' trend.

Person responsible: Department Head and Program Coordinator with faculty and administrative support
Timeline: Fall 2025 through Fall 2029

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Retention and Student Success

2. Continue to assess and track ADC 109 and ADC 159 outcomes for first-year students to evaluate retention to second-year status. Assessments identified Studio courses (ADC 109 & ADC 159) as the program's greatest leakage point. The program's initiative is moving second-year studios out of W2-04 (aka The Studio), which will provide first-year students with much-needed extended hours and studio space.

   Person responsible: Department Head and Program Coordinator with support from faculty
   Timeline: Fall 2024 through Fall 2028

3. Report on implementation and outcomes for the Architecture program's proposed initiatives to support students, moderate student stress, and support the environment of learning and creativity:
   - Continue to provide free material: The Department Head should work with the Lab Aide to identify a more equitable approach to distributing free materials in all four Design Studios. An increase in the supply budget will be necessary to fully implement this strategy.
   - Continue development of the ADC model building program resource: model building is a requirement for all studio students. Model building is a craft that is traditionally not taught in schools, leaving students to fend for themselves with whatever limited crafting abilities they might have. Creating a resource for both students and faculty will take the frustration out of this important and challenging skill.
   - Continue development of the studio-specific syllabi supplement: This portion of the syllabus for the Design Studios will help provide consistent expectations throughout the two-year sequence.

   Focus groups with both faculty and students may be a good way to collect data and assess outcomes.

   Person responsible: Department Head and Program Coordinator with support from faculty
   Timeline: Fall 2024 through Fall 2028

Graduation

4. Architecture degrees awarded were on an upward trend between 2017 and 2020 when the program achieved a peak of twenty-one degrees awarded. These students were on the graduation track pre-COVID and continued their success. However, post-COVID Architecture experienced a steep decline; similarly, the College experienced a more gradual decline. To ensure a return to success in student completion, the program should track students' time-to-degree ratio each fall, analyze the average completion ratio, and discuss possible interventions that may be necessary. The program can work with Institutional Research and request a Time to Degree report each fall for students graduating from the previous summer.

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Person responsible: Department Head and Department Coordinator with support from faculty
Timeline: Fall 2024 through Fall 2028

Transfer

5. The Architecture program should continue exploring transfer agreements with regional and national institutions to provide opportunities for Architecture students to enroll in NAAB-accredited bachelor's and master's degree programs leading to professional licensure that combines full- and part-time study and incorporates extensive early exposure to architectural practice. For example, Jefferson University invites community college transfer students:
    - To learn in a NAAB-accredited, STEM-designated, professional five-year program and earn the required degree to advance with architectural licensure.
    - To bring transfer credits for evaluation
    - To apply for merit-based scholarships for transfer students ranging from $6,000 to $15,000 per year
    - In preparation for transfer, Jefferson provides a one-to-one course equivalency table for CCP courses aligned with Jefferson's program requirements.

    Person responsible: Department Head
    Timeline: Fall 2024 through Fall 2028

E. Narrative

Architecture encompasses all aspects of building design and construction, including the design of the exterior and the interior: overall building form and aesthetic, facades, interior spaces, stairs, elevators, structural systems, demising walls, floor-to-floor fire separations, heating, cooling, energy conservation, air distribution, lighting, electrical power systems, fire protection, security, smoke control, plumbing, and site layout. To practice as a registered architect, one must complete three steps: education, internship, and examination. The educational requirement is satisfied with achieving either a Bachelor of Architecture (five-year degree) or a Master of Architecture (various combinations depending on the program, but minimally four years of undergraduate study + two years graduate study) from a National Architectural Accrediting Board (NAAB) accredited program, then complete an internship before being qualified to sit for the registration exam. According to the Bureau of Labor Statistics, the employment of architects is projected to grow three percent from 2021 to 2031. Within this projection, about 9,100 openings for architects are projected each year, on average, over the decade. Most of those openings result from the need to replace workers who transfer to different occupations or exit the labor force, e.g., through retirement.

Community College of Philadelphia's Architecture program separated from the Interior Design program in 2006. The programs continue to share faculty, approximately 90% of coursework, and an assessment calendar. In Pennsylvania, interior designers have no licensing or professional registration, and interior designers may not practice architecture as defined in the

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Architects Act. This is one of the critical reasons to keep Architecture and Interior Design as separate degrees at the College.

Since the previous audit in 2018, the Architecture program has seen growth in enrollment and has developed and implemented strategies to achieve equity goals, such as providing first-year students with more time in the design studio space, aided by the acquisition of a new dedicated classroom. The Architecture program sustains relationships with transfer institutions and strives to make their curriculum mirror the first two years of a four-year program accredited by the National Architectural Board (NAAB). The program has provided students with free materials and is developing a much-needed model building program to promote student success. The Architecture program has completed many course revisions and developed two new courses to help students develop foundational skills in construction print reading and project scheduling and estimating. The Architecture program maintains a robust repository of assessment materials and results, collects assessment data each semester, and reviews both course and program-level assessment data at monthly faculty meetings.

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Community College *of* Philadelphia

Academic Program Review:
Interior Design A.A.

Authors: David Bertram, Dawn Sinnott, PhD, Elizabeth Gordon, Amy Birge-Caracappa, PhD

Fall 2023

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1. Executive Summary

A. Program Context

Since the previous audit, the Interior Design program has seen growth in enrollment and has developed and implemented strategies to achieve equity goals, such as providing first-year students with more time in the design studio space, aided by the acquisition of a new dedicated classroom. The Interior Design program works closely with their transfer partners to prepare students for success, and all the program's transfer institutions are members of the Advisory Board. The program has provided students with free materials and is developing a much-needed model building program to promote student success. The Interior program has completed many course revisions and developed two new courses: ADC 123: Construction and Print Specifications and ADC 133: Project Management in Construction, which help students develop foundational skills in construction print reading and project scheduling and estimating. The Interior Design program maintains a robust repository of assessment materials and results, collects assessment data each semester, and reviews both course and program-level assessment data at monthly faculty meetings.

B. Key Findings

Enrollment and Demographics
1. Over the period studied, Interior Design program enrollment increased by 346.7% from 15 students in Spring 2019 to 67 students by Fall 2023.
2. On average, the Interior Design program enrolled a higher proportion of full-time students (37.5%) than the College overall (30.4%).
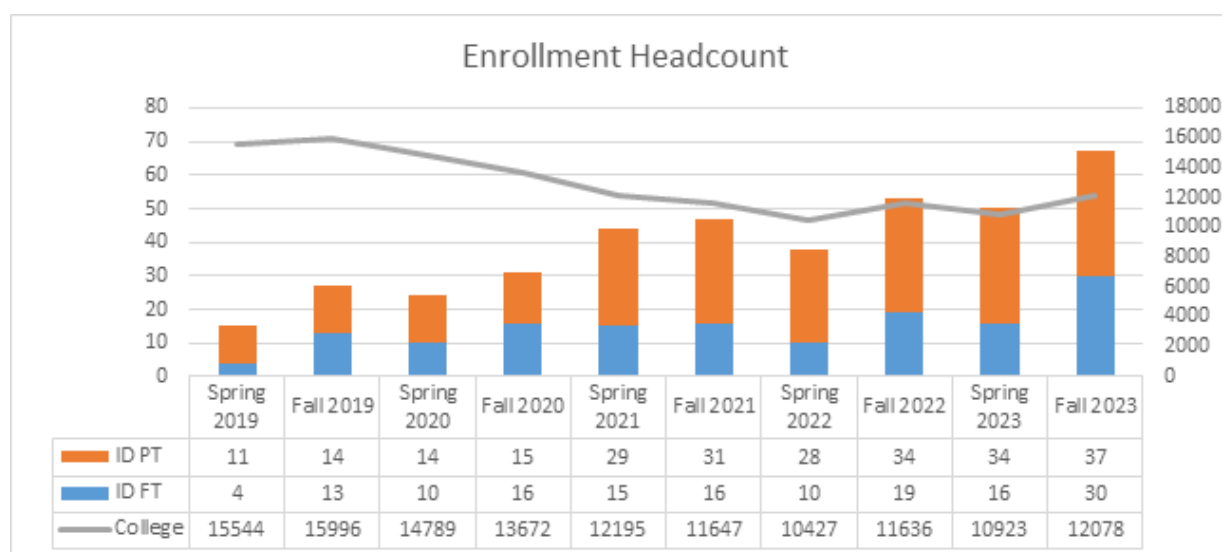
Enrollment Headcount

	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023
ID PT	11	14	14	15	29	31	28	34	34	37
ID FT	4	13	10	16	15	16	10	19	16	30
College	15544	15996	14789	13672	12195	11647	10427	11636	10923	12078

3. During the period studied, the program enrolled a lower proportion of students identifying as students of color (63.3%) than did the College overall (77.6%), and a higher proportion of students identifying as White females (33.1%) than the College's overall average of the same group (14.3%).

4. On average, the program enrolled a much higher proportion of students identifying as female (90.4%) than did the College overall (66.5%).
5. The ID program enrolled a larger proportion of students ages 16-21 (51.1%) than did the College overall (41.9%).

Retention

6. **Fall to Spring:** The program averaged a slightly higher proportion of students who graduated following a given Fall semester (5.8%) than did the College overall (3.4%), and a correspondingly lower proportion of students who did not return to the college (29.1%) than the College's overall (31.6%).

Fall to Spring: Returned to Same Program + Graduated

	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
ID	82.6%	76.0%	60.4%	67.7%	68.1%
College	62.8%	61.9%	59.0%	60.2%	61.4%
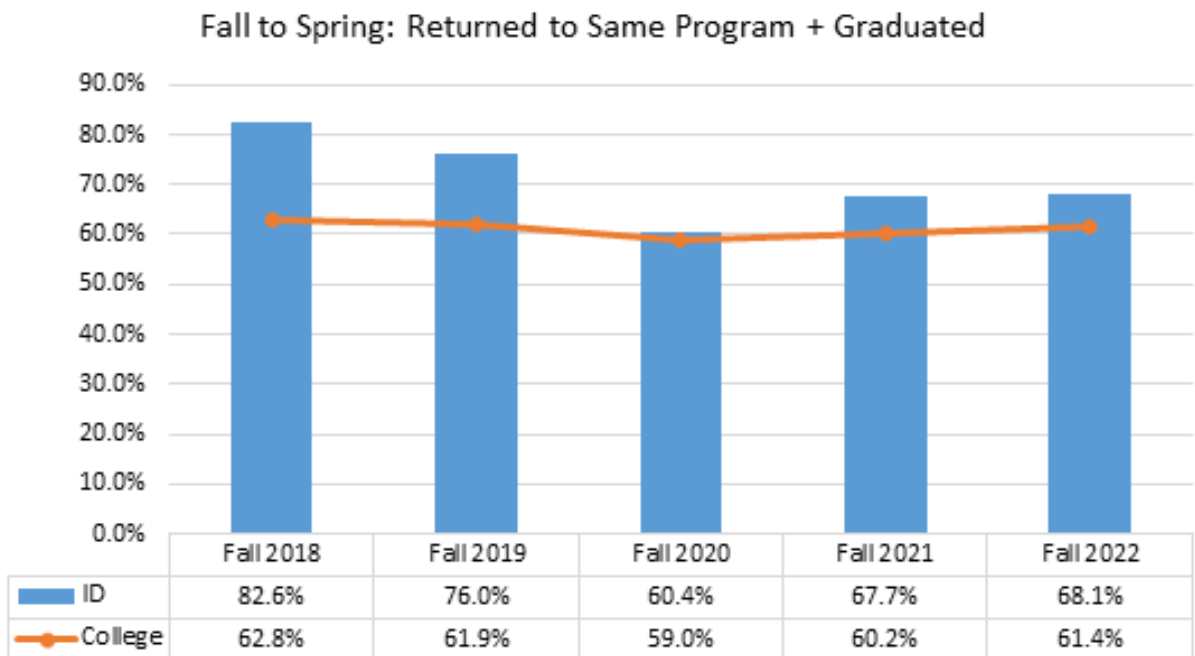
7. **Fall to Fall:** Over the period studied, the proportions of Interior Design students who were retained from the indicated year to the next increased from 28.6% in Fall 2018 to a high of 48.4% in Fall 2020, then fell to 41.5% by Fall 2022.
8. The proportion of ID students who graduated between the indicated year and the next year fluctuated dramatically during the period studied, from a high of 42.9% in Fall 2018 to a low of 7.5% in Fall 2022; the College average during this same period was 11.9%.
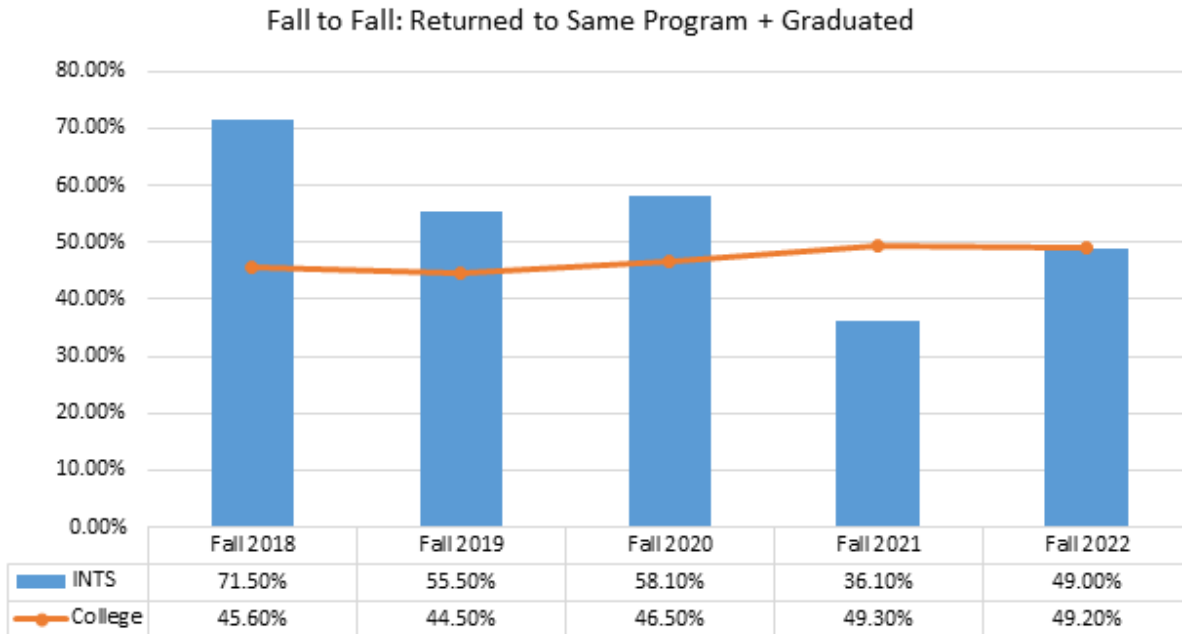
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Fall to Fall: Returned to Same Program + Graduated

	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
INTS	71.50%	55.50%	58.10%	36.10%	49.00%
College	45.60%	44.50%	46.50%	49.30%	49.20%

Success and Graduation

9. Over the period studied, the program enrolled a larger proportion of sophomores, or students who had earned 24 credits or more (58.9%) than the College's overall average (49.2%).

ID Credits Earned

	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023
Sophomore	15	13	13	18	24	21	21	22	21
Freshman	0	8	9		16	17	13	22	22
0 credits earned	0	6	2	2	4	9	4	9	7
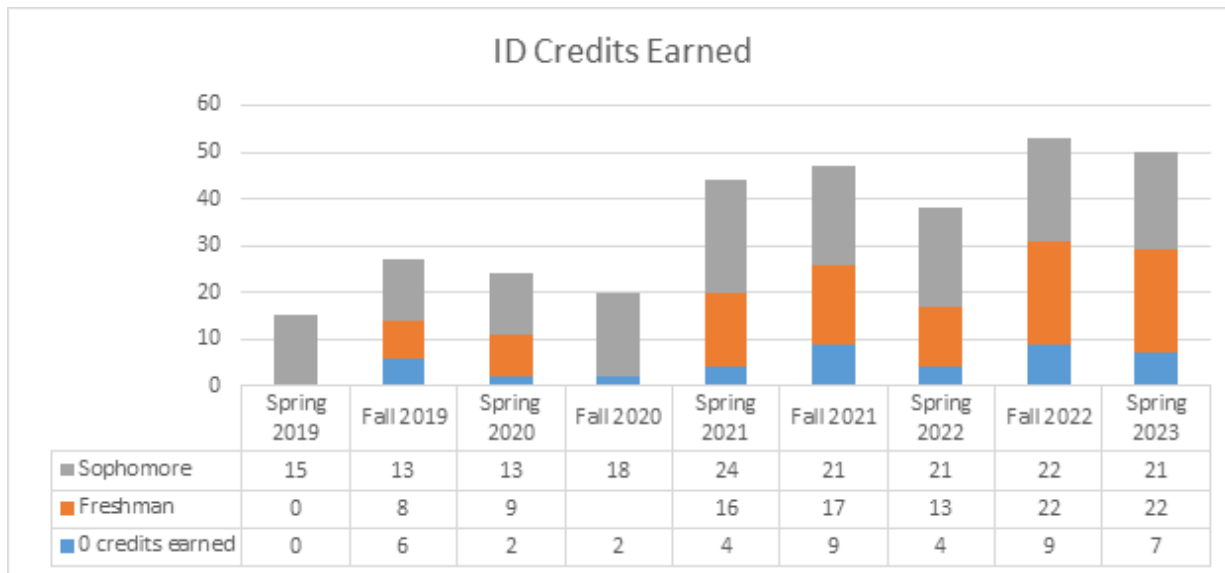
10. Over the period studied, the average proportion of Interior Design program students in Good Standing was 89.9%; the proportion of students in Good Standing at the College overall was 91.2%.
11. The program had a higher proportion of students on probation with either part-time or full-time status (9.7%) than did the College overall (7.9%).
12. Over the period studied, the Interior Design program awarded a total of 49 A.A. degrees.

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Degrees Awarded

	2019	2020	2021	2022	2023
Associate in Arts	8	11	6	10	14
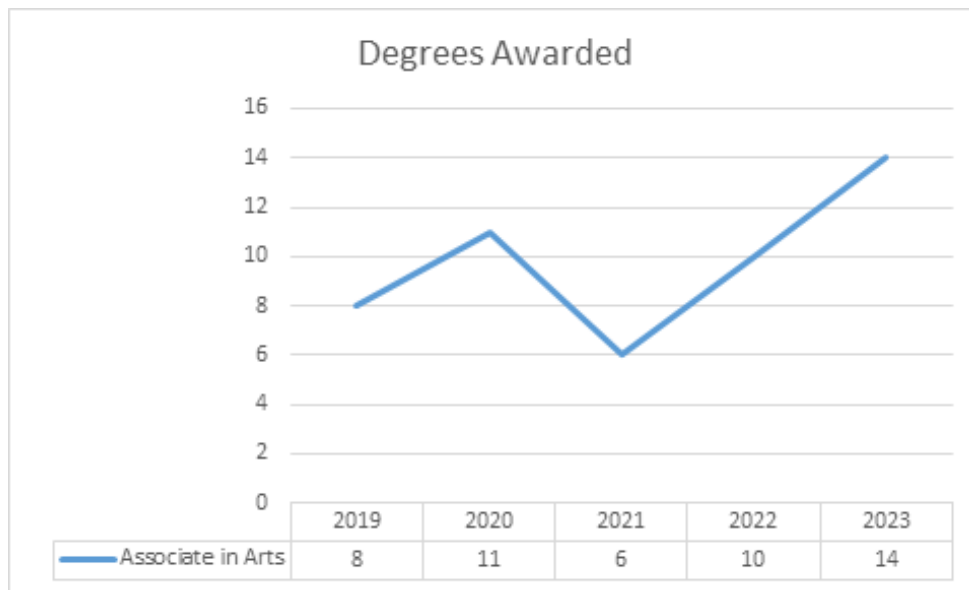
Transfer

13. Students whose first semester at CCP was between 2016-2021 and whose last CCP major was Interior Design:

14. Over the period studied, a lower proportion of Interior Design graduates transferred to another institution (47.1%) than graduates of the College overall (58.2%).

	Transferred		Did not Transfer	
College-Wide Graduates	3007	58.2%	2162	41.8%
ID Graduates	8	47.1%	9	52.9%

15. A lower proportion of Interior Design graduates (11.8%) also graduated from their transfer institution than graduates of the College overall (29.7%).

	Graduated from transfer inst.		Did not graduate from transfer inst.	
College-Wide Graduates	892	29.7%	2115	70.3%
ID Graduates	2	11.8%	15	88.2%

16. Of ID students who transferred, 55.6% (15 out of 27 total transfer students) had earned 45 or more credits at CCP before transferring, eight of whom also graduated from CCP.

	Transferred	% of total Program Transfers (27)
Earned 0-11 credits	6	22.2%
Earned 12-23 credits	2	7.4%
Earned 24-44 credits	4	14.8%
Earned 45 or more credits	15	55.6%

17. Program faculty work closely with their university counterparts to prepare students for success in the university setting.
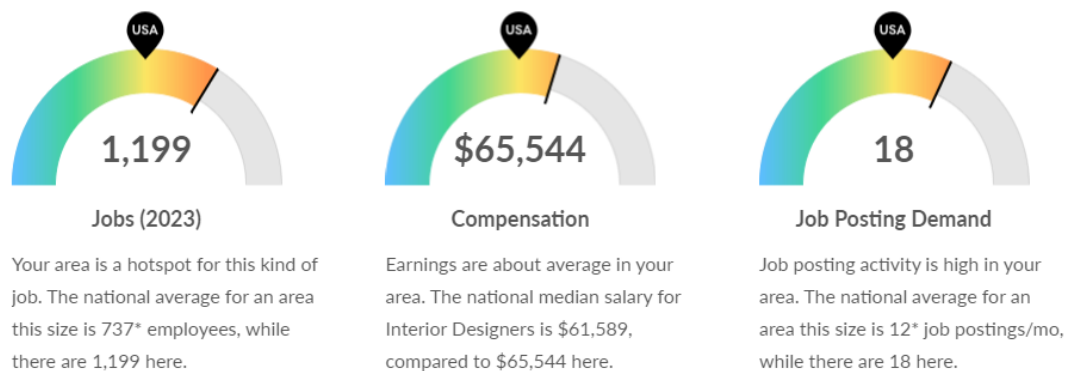18. Interior Design faculty have designed a curriculum that reflects the rigor of university work while addressing issues that might explain why students did not choose to enroll in a university directly, such as finances and academic preparation.
19. Jefferson University has been the one of the program's most common transfer universities in recent years, and its program directors continually applaud CCP Interior Design students' performances after transfer.
20. All transfer institutions are members of the program's Advisory Board, and curriculum updates are reviewed annually.

Assessment

21. With the assistance of the Liberal Studies DCAF team, the Interior Design program maintains an assessment document repository in Canvas.
22. All raw assessment data and documentation from 2017 to 2022 are easily accessible to the Interior Design faculty and the Liberal Studies administration; future data and documentation will continue to be added.
23. With the AEFIS system, course outcomes are assessed every semester for the courses that ran that semester.
24. As all Interior Design courses run each year, all outcomes are therefore assessed each year.
25. Once a year, with the DCAF team's guidance, the ADC Department's faculty completes program-level reports.

Workforce Development

Aggressive Job Posting Demand Over a Deep Supply of Regional Jobs

1,199

Jobs (2023)

Your area is a hotspot for this kind of job. The national average for an area this size is 737* employees, while there are 1,199 here.

$65,544

Compensation

Earnings are about average in your area. The national median salary for Interior Designers is $61,589, compared to $65,544 here.

18

Job Posting Demand

Job posting activity is high in your area. The national average for an area this size is 12* job postings/mo, while there are 18 here.

*National average values are derived by taking the national value for Interior Designers and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

26. According to the Bureau of Labor Statistics, the employment of interior designers is projected to increase by one percent from 2021-2031.

27. This is due to the growing demand for environmentally friendly and accessible home and office interiors.
28. In a recent Interior Design Advisory Board meeting, professionals discussed the trend of clients wanting quicker concept and design development, which requires proficiency in various computer programs and practical communication skills.
29. These skills are covered in the introductory Interior Design program courses, and students can enhance them by obtaining the Architectural Visualization Proficiency Certificate.
30. The public continues to demand sustainable and energy-efficient designs, and websites and apps like Houzz and Hutch are disrupting traditional interior design practices by providing clients with tools to visualize their own spaces and purchase furnishings.
31. The rise of 3-D printing may also disrupt conventional methods by making it easier and cheaper to produce models. Industry and academia must adapt to these changes, but they impact practice more than academia.
32. The field of interior design does not have a licensure system, so students can enter into practice immediately after completing the program.

Cost

33. Over the period studied, the Interior Design program ran between sixteen and twenty-one sections of its required courses each semester, which were enrolled at 61.3% of capacity on average.
34. The ADC program typically costs around $73 per credit hour more than the Liberal Studies Division and $69 more than the College. Architecture, Interior Design, and Building Science began submitting separate costing data in 2017.

C. Prior Audit (2018)

Recommendations from the Prior Audit and Program Response:

Enrollment and Average Section Efficiency

1. Determine the ideal size of the program based on physical constraints and contract requirements and create an action plan to achieve that size.

Department's Response/Update: Bucking national and College-wide enrollment trends, the Interior Design program has demonstrated impressive growth over the past five years. In addition, the Architecture, Design, and Construction (ADC) department has developed several equity goals that address enrollment and retention. Due to the program's growth and in support of ADC's equity goals, the department has recently acquired an additional classroom, M2-25, directly across the corridor from the four ADC faculty offices. At the time of the 2018 program review, the department was near capacity with ~30 courses sharing and filling three classrooms during all hours that the department was open. The new classroom will allow for continued growth and, of equal importance, will provide students with much-needed space to work outside of the classroom. This latter point supports the department's equity goal of providing students with much-needed extended hours & space.

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2. Increase average section efficiency to 67% by 2023.

Department's Response/Update: Since Fall 2081, average section efficiency has increased to 70.4%.

Demographics

3. Create a target and action plan to increase the number of males enrolled in the program by 2023.

Department's Response/Update: Between fall 2018 and spring 2023, enrollment of male students increased from 7% to 14%. The College's Interior Design students enjoy the unique and enriching experience of sharing classes with differing, yet professionally very closely related, career paths. Students successfully navigate and benefit from a collaborative interchange between the typically male-dominated programs (Architecture and Construction Management) and typically female-dominated programs (Interior Design).

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Graduation

4. Increase graduation commensurate with program growth and patterns of enrollment by 2023, using Spring 2018 graduation as a baseline.

Department's Response/Update: Between 2018 and 2023, the Interior Design program increased the number of degrees awarded by 40% from 10 to 14 awards.

Transfer

5. Continue to work with local bachelor's degree programs to develop articulation or dual-admissions agreements.

Department's Response/Update: Program faculty work closely with university counterparts to prepare students for success in the university setting. Interior Design faculty have designed a curriculum that reflects the rigor of university work while addressing issues that might explain why students did not choose to enroll in a university directly, such as finances and academic preparation.

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		High range	98	46.27%	132	34.69%	165	25.00%

[1]Increase from Fall 2022 headcount
[2]Increase from Fall 2024 projection
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Person responsible: Department Head and Program Coordinator with faculty and administrative support
Timeline: Fall 2025 through Fall 2029

Retention and Student Success

2. Continue to assess and track ADC 109 and ADC 159 outcomes for first-year students to evaluate retention to second-year status. Assessments identified Studio courses (ADC 109 & ADC 159) as the program's greatest leakage point. The program's initiative is moving second-year studios out of W2-04 (aka The Studio), which will provide first-year students with much-needed extended hours and studio space.

Person responsible: Department Head and Program Coordinator with support from faculty
Timeline: Fall 2024 through Fall 2028

3. During the next year, work with students, counselors, advisors, and faculty to determine why students leave the program with less than twenty-three credits and consider supportive interventions. During the following year, implement interventions and track retention progress. Looking closer at departing students exit status, the data finds that almost half, 34 or 46% of the 74 students that entered CCP between Fall 2017 and fall 2021 departed the Interior Design

Academic Program Review   Interior Design A.A.

program, earning less than 23 credits. Of these students, 21% transferred, and 79% or 27 did not continue academic pursuits. This phenomenon might be a function of the Design Studio leakage. However, in light of the percentage of students not completing their Interior Design program at CCP or a transfer institution, the program should focus on the third Guided Pathways Pillar, "Keeping students on the path".

Person responsible: Department Head, Department Coordinator with College support
Timeline: Spring 2024 through Fall 2027

Assessment

4. To ensure clarity of assessments, the Program should work with the DCAF team to see if micro-mapping areas of overlap would enable assessments to discern students within each program. There appears to be some overlap between Interior Design and Architecture assessments of similar CLOs in the same course; see the example below.

Example of Assessment Overlap		
Program	CLO	Courses
Interior Design	Effective Communication	ADC 103, ADC 109, ADC 160, ADC 259, ADC 260
Architecture	Effective Communication	ADC 103, ADC 109, ADC 160, ADC 259, ADC 260

Person responsible: Department Head, Department Coordinator
Timeline: Spring 2024 through Fall 2028

Transfer

5. The department should formalize articulation agreements with local institutions to provide opportunities for Community College of Philadelphia students to enroll with full recognition of credits earned. After completing the Interior Design curriculum, students are well-positioned for transfer.

Person responsible: Department Head
Timeline: Fall 2023 through Fall 2027

E. Narrative

Professional interior designers create interior spaces that combine safety, beauty, form, and function. They determine space requirements and choose items such as colors, lighting, and materials. Interior designers draw and read blueprints, and take into account multiple factors, such as building codes, regulations, and accessibility. Working closely with other disciplines, interior designers create innovative, technical interior solutions that are applied within a structure to achieve a functional and attractive interior environment that enhances the quality of life for the occupants.

Academic Program Review   Interior Design A.A.

The Interior Design program at Community College of Philadelphia offers instruction and skill development in interior design basics, building design, human culture, history, and the environment. In design and technical courses, the program stresses critical thinking, analytical skills, complex problem-solving, and ergonomics. Oral and written communication, freehand drawing, computer drafting, and physical modeling are critical components of student preparation. Creation and discussion of spatial layouts, material, and furniture selections further develop the student's skills in interior design. The program maximizes student opportunities by providing them with marketable skills, particularly digital skills in computer drafting and rendering. Also, through coursework, they develop a portfolio demonstrating their capabilities. This can be used as a tool for self–promotion to obtain employment in the field.

Since the previous audit, the Interior Design program has seen growth in enrollment and has developed and implemented strategies to achieve equity goals, such as providing first-year students with more time in the design studio space, aided by the acquisition of a new dedicated classroom. The Interior Design program works closely with their transfer partners to prepare students for success, and all the program's transfer institutions are members of the Advisory Board. The program has provided students with free materials and is developing a much-needed model building program to promote student success. The Interior program has completed many course revisions and developed two new courses to help students develop foundational skills in construction print reading and project scheduling and estimating. The Interior Design program maintains a robust repository of assessment materials and results, collects assessment data each semester, and reviews both course and program-level assessment data at monthly faculty meetings.

Academic Program Review   Interior Design A.A.

**COMBINED HYBRID MEETING OF THE BUSINESS AFFAIRS
COMMITTEE AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
November 15, 2023 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Michael Soileau, (presiding and via zoom), Mr. Rob Dubow (via zoom), Ms. Mindy Posoff (via zoom), Mr. Jeremiah White (via zoom), and Mr. Epps.

Present for the Executive Committee: Mr. Harold Epps (presiding), Ms. Mindy Posoff (via zoom), Mr. Michael Soileau (via zoom), and Mr. Jeremiah White (via zoom)

Present for the Administration: Dr. Donald Generals (via zoom), Mr. Jacob Eapen, Ms. Victoria Zellers, Esq., Ms. Marsia Henley, Mr. Derrick Sawyer, Dr. Alycia Marshall, Mr. John Wiggins, Dr. Shannon Rooney, Dr. Zanjani (via zoom), Mr. Gim Lim, Mr. Vijay Sonty, Dr. David Thomas (via zoom), Ms. Danielle Liautaud Watkins, and Ms. Colleen Stanford.

Guests: Dr. Judith Gay, Vice President Emerita (via zoom), and Ms. Kate McGlinchey (via zoom)

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.

**AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION**

Mr. Soileau called the meeting to order at 9:00 A.M. Mr. Soileau asked Mr. Eapen to proceed with the first agenda item.

(1)   Dell Computers (Action Item)

Discussion: Mr. Eapen stated that the College uses surveys and other assessment tools to examine the employees' needs to ensure that the faculty and staff are receiving the essential technology tools to prepare students for competing in a global economy. In addition, this allows for expanding faculty/staff capabilities and improving the overall productivity of the College workforce.

The technology plan calls for a refresh model as follows:

Equipment Type	Cycle
Computer Lab (General Use)	5 years
Computer Lab (Advanced)	3 years – upgrade or replace as funding allows
On-Premise Servers	5 years
Staff Laptops/Desktops	5 years – See below regarding mid-cycle upgrades
Network Infrastructure	5-10 years – depending on physical layer (copper, fiber, wireless) and network load, congestions and equipment obsolescence.
Technical Staff Computers	2 years – machines are more heavily used and perform advanced functions (virtual imaging, test environments) directly related to providing service to the rest of the campus. Upgraded machines will be cycled to other uses.

Over 1559 installed desktops were assessed for replacement with over 418 units currently designated at or beyond end-of-life based on age, unit capabilities and availability.

Year Manufactured	Model (End-of-Life)	Quantity
2009	Optiplex 780/380	2
2010	Optiplex 980	1
2011	Optiplex 790	175
2012	Optiplex 7010	30
2013	Optiplex 7020	16
2014	Optiplex 9020	42
2015	Optiplex 7040/5040	151
2016	Optiplex 7470	1
Total		**418**

Utilizing this data, staff recommends the replacement of 300 of the 418 units.

Special pricing was obtained through NCPA (National Cooperation Purchasing Alliance Program). The National Cooperative Purchasing Alliance (NCPA) is a government purchasing cooperative that works to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA works with a lead public agency, who competitively solicits master contracts for government entities and educational institutions using a competitive solicitation process consistent with applicable procurement laws and regulations.

Attachment B is Dell Equote: 3000168329150.1 contains a detail listing of all the technology components including maintenance and support.

Mr. Epps asked about the useful life of the PC's. Mr. Sonty responded that the useful life, on average, is 7-8 years. Mr. Sonty said that the PC's are old, and no longer supported by Dell. Mr. Epps asked if there was a disposal strategy. Mr. Sonty responded that up until a year ago, there was a company that would take the old PC's. Mr. Sonty also stated that College PC's were given to "PC's for People" to refurbish PC's for persons in need.

Recommendation: Mr. Eapen stated that staff requests that the Business Affairs Committee recommend to the full Board the PC Replacement Project at the annual lease amount of $97,817 to be paid from Pennsylvania Department of Education lease funds designation for CCP.

Action: Mr. Dubow moved and Ms. Posoff seconded the motion that the College recommend to the full Board the PC Replacement Project at the annual lease amount of $97,817 to be paid from Pennsylvania Department of Education lease funds designation for CCP. The motion passed unanimously.

(2)   Capital Budget Plan Update (Information Item)

Mr. Eapen stated that as instructed by the Trustees (at the previous Business Affairs Committee meeting), Attachment C contains the following:

- Multi-year Capital Plan (reviewed and approved by the Trustees at the October 18, 2023 Business Affairs Committee meeting)
- Capital Plan rolled forward:
  - Revised scope expansion & cost additions for Capital Plan 2022-2023
  - Capital projects completed

Mr. Dubow asked why a group of projects were dropped from the Capital Budget plan. Mr. Eapen responded that these projects may qualify to be part of a GESA Program or could be included on next year's Capital Budget Plan.

Mr. Lim explained if an item of equipment is over $5,000 it is capitalized or if it is under $5,000 and it expected to last more than one year, it is capitalized.

(3)   Architecture, Design & Construction Program (Information Item)

Mr. Eapen asked Dr. Rooney to share the results of student enrollment over a 5-year period in the ADC program based on a question asked by Mr. Epps at the October 18, 2023 Business Affairs Committee meeting. Dr. Rooney provided information for a 5-year period and noted that since the enrollment cycle for 2023-2024 is still active, the expectation is for those numbers is to increase. Mr. Epps commented on the current market, and recommended to establish industry partnerships for internships. Mr. Epps also inquired about attrition rates and asked how many students were enrolled as well as how many are

no longer enrolled. Dr. Rooney responded that her team can pull those numbers together. Mr. Epps also suggested to start with the three programs listed in the ADC program, and work within the industry so we can overcome low enrollments during the next two years. Mr. Epps also recommended to form a committee or working group (to include the Board) in an effort to increase enrollments.

The Public Session of the Combined Business Affairs and Executive Committee adjourned at 9:15 am.

AGENDA
EXECUTIVE COMMITTEE – PUBLIC SESSION

Mr. Epps opened the Executive Committee at 9:15 A.M. Based on the recommendations of the Business Affairs Committee of the Board of Trustees, the Executive Committee motioned on the following item:

Action: Ms. Posoff moved and Mr. Soileau seconded the motion that the Executive Committee of the Board of Trustees approve that the College proceed with the PC Replacement Project at the annual lease amount of $97,817 to be paid from the Pennsylvania Department of Education lease funds designated for CCP. The motion passed unanimously.

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

The next meeting of the Business Affairs Committee is scheduled for Wednesday, January 17, 2024 at 9:00 A.M.

The Public Session of the Combined Meeting of the Business Affairs and Executive Committees adjourned at 9:20 A.M.

COMBINED BUSINESS AFFAIRS COMMITTEE AND
EXECUTIVE COMMITTEES

EXECUTIVE SESSION

An Executive Session of the Combined Business Affairs and Executive Committee followed. Discussions took place on legal matters.

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS
MEETING OF THE BUSINESS AFFAIRS   **COMMITTEE OF THE BOARD OF TRUSTEES**
AGENDA: November 15, 2023

Agenda No.	Vendor/Consultant	Amount	Source
1	Dell Computers	$97,817	PDE Lease Funds

ATTACHMENT B

DELL QUOTE:
3000168329150.1

DELL Technologies

A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	**3000168329150.1**	Sales Rep	Bill Alsbrooks
Total	**$423,706.50**	Phone	(800) 456-3355, 6179366
Customer #	8865075	Email	Bill_Alsbrooks@Dell.com
Quoted On	Nov. 08, 2023	**Billing To**	ACCOUNTS PAYABLE
Expires by	Dec. 08, 2023		COMM COLLEGE OF
Contract Name	OMNIA-National Cooperative Purchasing Alliance (NCPA)		PHILADELPHIA 1700 SPRING GARDEN ST PHILADELPHIA, PA 19130-3936
Contract Code	C000001019611		
Customer Agreement #	NCPA 01-143		
Deal ID	26307024		

Message from your Sales Rep

All Orders are now being processed thru Self-Checkout Online. Simple, Fast and Secure. • Log into Premier Portal to place your order. If you do not have one, ask me how you can get a personalized page. • If you do not have a Premier Page set up yet, you can click & process your order at dell.com/qto choose 'Checkout as a Guest'

Regards,
Bill Alsbrooks

Shipping Group

Shipping To

WILLIAM BROMLEY
COMM COLLEGE OF PHILADELPHIA
RCVNG DOCK ON 16TH ST
BTWN SPRING GARDEN &
CALLOWHIL
PHILADELPHIA, PA 19130
(215) 751-8975

Shipping Method

Standard Delivery

Product	Unit Price	Quantity	Subtotal
OptiPlex Small Form Factor (Plus 7010)	**$1,149.09**	**300**	**$344,727.00**
Dell 24 Monitor - P2422H, 60.5cm (23.8")	**$175.51**	**450**	**$78,979.50**

Subtotal:	**$423,706.50**
Shipping:	**$0.00**
Environmental Fee:	**$0.00**
Non-Taxable Amount:	**$423,706.50**
Taxable Amount:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$423,706.50**

Special pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

WILLIAM BROMLEY
COMM COLLEGE OF PHILADELPHIA
RCVNG DOCK ON 16TH ST
BTWN SPRING GARDEN &
CALLOWHIL
PHILADELPHIA, PA 19130
(215) 751-8975

Shipping Method

Standard Delivery

	Unit Price	Quantity	Subtotal
OptiPlex Small Form Factor (Plus 7010)	$1,149.09	300	$344,727.00

Estimated delivery if purchased today:
Dec. 04, 2023
Contract # C000001019611
Customer Agreement # NCPA 01-143

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex Small Form Factor (Plus 7010)	210-BFXE	-	300	-
13th Gen Intel Core i7-13700 (8+8 Cores/30MB/24T/2.1GHz to 5.1GHz/65W)	338-CHCJ	-	300	-
Windows 11 Pro, English, Spanish, French, Brazilian Portuguese	619-ARSB	-	300	-
No Microsoft Office License Included	658-BCSB	-	300	-
Crowdstrike Endpoint Prot Ent,Prevent Insight,EDR XDR,Device Ctrl,ThreatGraph,Essential Support 1yr	634-CCLH	-	300	-
32GB (1X32GB) DDR5 Non-ECC Memory	370-AGWO	-	300	-
M.2 2230 1TB PCIe NVMe Class 35 Solid State Drive	400-BOQL	-	300	-
M.2 22x30 Thermal Pad	412-AAQT	-	300	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	300	-
NO RAID	817-BBBN	-	300	-
Intel Integrated Graphics	490-BBFG	-	300	-
OptiPlex SFF Plus with 260W Bronze Power Supply	329-BHPM	-	300	-
System Power Cord (Philipine/TH/US)	450-AAOJ	-	300	-
DVD+/-RW Bezel	325-BDSH	-	300	-
8x DVD+/-RW 9.5mm Slimline Optical Disk Drive	429-ABFH	-	300	-
CMS Essentials DVD no Media	658-BBTV	-	300	-
No Media Card Reader	379-BBHM	-	300	-
No Additional Video Ports	492-BCKH	-	300	-
Dell KB522 Business Multimedia Keyboard (US)	580-AFHW	-	300	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	300	-
No Cover Selected	325-BCZQ	-	300	-
Dell Additional Software	658-BFPY	-	300	-
ENERGY STAR Qualified	387-BBLW	-	300	-
Dell Watchdog Timer	379-BEZG	-	300	-
Quick Start Guide, OptiPlex SFF Plus	340-DDFN	-	300	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	300	-
Shipping Material	340-CQYR	-	300	-

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Description	SKU	Unit Price	Quantity	Subtotal
Shipping Label	389-BBUU	-	300	-
Regulatory Label for OptiPlex SFF Plus 260/300W, FSJ	389-FBFZ	-	300	-
No Hard Drive Bracket, Dell OptiPlex	575-BBKX	-	300	-
SW Driver, Intel Rapid Storage Technology, OptiPlex Small Form	658-BFQF	-	300	-
Intel Core i7 vPro Enterprise Processor Label	389-EDDR	-	300	-
Desktop BTO Standard shipment	800-BBIO	-	300	-
No Additional Add In Cards	382-BBHX	-	300	-
Custom Configuration	817-BBBB	-	300	-
Internal Speaker	520-AARD	-	300	-
Intel vPro Enterprise	631-ADPF	-	300	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	300	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	300	-
Dell Limited Hardware Warranty Plus Service	812-3886	-	300	-
ProSupport: 7x24 Technical Support, 5 Years	812-3900	-	300	-
ProSupport: Next Business Day Onsite 5 Years	812-3910	-	300	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	300	-

		Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")		**$175.51**	**450**	**$78,979.50**

Estimated delivery if purchased today:
Nov. 13, 2023
Contract # C000001019611
Customer Agreement # NCPA 01-143

Description	SKU	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	210-BBCC	-	450	-
Dell Limited Hardware Warranty	814-5380	-	450	-
Advanced Exchange Service, 5 Years	814-5383	-	450	-

Subtotal:	**$423,706.50**
Shipping:	**$0.00**
Environmental Fee:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$423,706.50**

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier´s affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

Page 5   Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

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Dell Financial Services™

COMMUNITY COLLEGE OF PHILADELPHIA

November 9, 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	**Rotation**
Payments:	Annual
Consolidation:	Monthly
Payments Due:	Advance
Interim Rent:	None

Dell Quote Number	Summary Product Description	Product Price	Quantity	Extended Price	Rate Factor	5 Payments
3000168329150.1	Optiplex Small Form Factor (Plus 7010)	$1,149.09	300	$344,727.00	0.23086	$79,583.68
	Dell 24 Monitor- P2422H	$175.51	450	$78,979.50	0.23086	$18,233.21
	TOTALS			**$423,706.50**		**$97,816.88**

Proposal Expiration Date:
December 9, 2023

ANNUAL

PLEASE NOTE:

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

Comments: Contingent upon satisfactory credit approval; Excludes any shipping or taxes

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:

Tax Exempt Lease Purchase (TELP):

• Exercise the option to purchase the products for $1.00.

• Return all products to lessor at the lessee's expense.

Tulee Sexton

Finance Account Manager

Dell | Financial Services

737.285.4627

tulee_sexton@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.

Dell Financial Services™

COMMUNITY COLLEGE OF PHILADELPHIA

November 9, 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	Term	60
Option	**Rotation**	**Option**	**Rotation**
Payments:	**Monthly**	Payments:	**Quarterly**
Consolidation:	Monthly	Consolidation:	Monthly
Payments Due:	Advance	Payments Due:	Advance
Interim Rent:	**None**	Interim Rent:	**None**

Dell Quote Number	Summary Product Description	Product Price	Quantity	Extended Price	Rate Factor	60 Payments	Rate Factor	20 Payments
3000168329150.1	Optiplex Small Form Factor (Plus 7010)	$1,149.09	300	$344,727.00	0.01988	**$6,853.17**	0.05928	**$20,435.42**
	Dell 24 Monitor- P2422H	$175.51	450	$78,979.50	0.01988	**$1,570.11**	0.05928	**$4,681.90**
	TOTALS			**$423,706.50**		**$8,423.29**		**$25,117.32**
						MONTHLY		**QUARTERLY**

Proposal Expiration Date:
December 9, 2023

PLEASE NOTE:

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

Comments: Contingent upon satisfactory credit approval; Excludes any shipping or taxes

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 are 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:

Tax Exempt Lease Purchase (TELP):
• Exercise the option to purchase the products for $1.00.
• Return all products to lessor at the lessee's expense.

Tulee Sexton
Finance Account Manager
Dell | Financial Services
737.285.4627
tulee_sexton@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

CAPITAL BUDGET PLAN
FISCAL YEAR 2024-2026

Community College of Philadelphia	
Multi-Year Capital Plan	
Fiscal Year 2024-2026	
Source of Funds	**Amount**
Plant Maintenance Reserves	**6,400,000**
Projected Capital Fees (FY 24-26)	**916,885**
PDE Funding	**362,500**
RACP	**2,450,000**
BNY	**1,041,635**
City Funding	**9,872,000**
Total Source of Funds	**21,043,019**
Use of Funds	
3 Year spending plans	**21,043,019**
Note: GESA projects are not included	

Building	New or C/O	FACILITY PROJECTS	Use of Funds	23-24	24-25	25-26	RACP
		Community College of Philadelphia					
		Multi-Year Capital Plan					
		Fiscal Year 2024-2026					
Bonnell	C/O	Parking lot lighting	60,000	60,000	-	-	-
Bonnell	New	Bath rooms renovation	300,000	300,000	-	-	-
Bonnell	C/O	Cooling Tower Dunnage & Piping	543,161	543,161	-	-	-
		TOTAL BONNELL	**903,161**	**903,161**	**-**	**-**	**-**
CBI	C/O	CBI Heat Pumps	155,000	155,000			
		TOTAL CBI	**155,000**	**155,000**	**-**	**-**	**-**
GYM	C/O	GYM-Locker rooms/Bathrooms	1,000,000	-	1,000,000	-	-
		TOTAL GYM	**1,000,000**	**-**	**1,000,000**	**-**	**-**
Mint	New	Mint Façade Cleaning	300,000	300,000	-	-	-
Mint	C/O	Mint Building Front Doors	800,000	800,000	-	-	400,000
Mint	New	Board AV/Conf Table	800,000	800,000	-	-	-
Mint	C/O	Mint Lighting	1,000,000	1,000,000	-	-	500,000
		TOTAL MINT	**2,900,000**	**2,900,000**	**-**	**-**	**900,000**
NERC	New	Parking lot Bridge repairs	100,000	-	100,000	-	-
NERC	New	Indoor Farm	150,000	150,000	-	-	-
NERC	C/O	NERC Heat Pumps	176,000	176,000	-	-	-
		TOTAL NERC	**426,000**	**326,000**	**100,000**	**-**	**-**
Parking	New	Main garage: Lighting, Cameras, electrical	1,000,000	500,000	500,000	-	-
Parking	C/O	Main garage -Phase IV & V	1,040,000	-	-	1,040,000	
		TOTAL PARKING	**2,040,000**	**500,000**	**500,000**	**1,040,000**	**-**
Various	New	Sidewalk repairs	75,000	25,000	25,000	25,000	-
Various	C/O	Electrical cost: Generator	295,758	-	295,758	-	-
Various	New	College wide Bathroom refresh	750,000	250,000	250,000	250,000	-
Various	New	Miscellaneous (Contingencies)	250,000	200,000	50,000	-	-
Various	C/O	Office relocations	1,100,000	400,000	700,000	-	-
Various	C/O	Replace Atrium Skylights - Mint/Bonnell	1,732,100	1,732,100	-	-	900,000
Various	C/O	Roof Replacements	2,300,000	300,000	2,000,000	-	-
		TOTAL VARIOUS	**6,502,858**	**2,907,100**	**3,320,758**	**275,000**	**900,000**
West	New	CATC Parking Lot	75,000	75,000	-	-	-

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Building	New or C/O	FACILITY PROJECTS	Use of Funds	23-24	24-25	25-26	RACP
West	C/O	Renovation of Respiratory Care Lab Space (W2-36)	150,000	150,000	-	-	-
West	C/O	New entrance/split system/reconfigure rooms	240,000	120,000	120,000	-	-
West	C/O	Dental Clinic Floor & Cabinetry	914,000	914,000	-	-	-
West	C/O	Create a Simulation / Skills Lab for Nursing & Allied Health	750,000	750,000	-	-	-
		TOTAL WEST	**2,129,000**	**2,009,000**	**120,000**	**-**	**-**
Winnet	C/O	Compressor	30,000	30,000	-	-	-
Winnet	C/O	Great Hall Renovation	900,000	-	900,000	-	-
Winnet	C/O	Old Cafeteria renovation	1,300,000	500,000	800,000	-	650,000
		TOTAL WINNETT	**2,230,000**	**530,000**	**1,700,000**	**-**	**650,000**
		SUBTOTAL FACILITY PROJECTS	**18,286,019**	**10,230,261**	**6,740,758**	**1,315,000**	**2,450,000**
		Divisional Priorities					
	C/O	Math, Science & Health Careers	58,000	58,000	-	-	-
	New	Various	72,000	72,000	-	-	-
	New	Lactation Pods	90,000	90,000	-	-	-
	New	Dental Equip	225,000	225,000	-	-	-
	New	Computers	550,000	550,000	-	-	-
	New	Furniture & Fittings	300,000	150,000	150,000	-	-
	New	Multi Media	390,000	390,000	-	-	-
	New	Rebranding	1,072,000	1,072,000	-	-	-
		SUBTOTAL DIVISIONAL PRIORITIES	**2,757,000**	**2,607,000**	**150,000**	**-**	**-**
		TOTAL	**21,043,019**	**12,837,261**	**6,890,758**	**1,315,000**	**2,450,000**
	C/O		14,544,019				
	New		6,499,000				

Capital Plan Roll Forward	Amount $
Capital Plan 22-23	**20,285,513**
Added CATC Parking	6,750,000
Total	**27,035,513**
Spending & Commitments- 22-23 (see B: below)	12,347,549
Caryy Forward (C/F) from 22-23 Plan	14,687,964
Carry Forward (C/F) Projects dropped**	(3,348,376)
C/F Projects Scope expansion/ cost addition (A below)	3,204,431
Net C/F Projects to 24-26 Plan	14,544,019
New Projects (Spending Plan)	6,499,000
24-26 Capital Plan	**21,043,019**

A: Revised scope expansion/cost addition

Office relocations	700,000
Mint Building Front doors	500,000
Electrical Cost/Generator	81,000
Main garage Phase IV/V	319,000
Roof replacements	904,431
Dental Floor /Cabinetry	700,000
	3,204,431

** Sprinkler heads, NWRC repairs(ins),NERC Heat Pumps, Chiller 3

B: Completed Projects:2022-23

Location	Description	Approved spend	Actual
West	Physcis Lab	627,000	656,000
CBI	Heat Pumps	160,000	206,014
West	CATC Parking Lot	6,750,000	6,750,000
GYM	Replacing GYM Floor /Water filtration	1,566,013	1,563,207
Mint	Board Room chairs		56,526
Parking Deck	Electrical Generator	785,026	785,026
Mint	Café Mint Building	480,202	446,029
Various	Furniture & Fittings	289,738	276,410
West	Chem dept - equipments		53,414
Mint	Mail room Van		36,600
			10,829,226
Projects in progress:			
Winnett	Roof Replacements	984,852	984,582
Bonnell	Floor 1 Bathroom	447,225	533,741
Total Completed and in progress			**12,347,549**

Meeting of the Workforce Subcommittee
Wednesday, November 29, 2023 (3:00pm-4:00pm)
Room C2-5

Present: Ms. Sheila Ireland, Presiding: Dr. Donald Generals, Dr. Alycia Marshall,
                  Dr. Vance Gray, Dr. Judith Gay, Mr. Harold Epps, Ms. Victoria Zellers,
                  Ms. Danielle Liautaud-Watkins, Mr. Jeremiah White, Ms. Ajeenah Amir,
                  Ms. Mindy Posoff, Dr. Greg Mason, Ms. Chekemma Fulmore-Townsend,
                  Dr. April Voltz, Ms. Theresa Neal

Opening Remarks:

Chair Sheila Ireland called the meeting to order and asked for approval of the minutes
from the previous Workforce Subcommittee meeting on October 5, 2023. The Minutes
were approved.

Dr. Generals updated the Committee on a meeting CCP had with the Collegiate
Consortium, which consists of Community College of Philadelphia, Camden County
Community College, Bucks Co, Montgomery, Delaware and Drexel. The Consortium is
housed in Delaware Community College. CCP will take the next year to figure out what
is involved, what contracts are in play, what people are needed and what services are
needed. It is a revenue share. We will ask Representative from each college to put
together a transition plan with the idea that is it will come to Philadelphia, July, 2025.

Aspen Essential Practices – Domains of Workforce

Dr. Alycia Marshall spoke about the (4) Domains of Essential Practices that will drive
our vision for Workforce Development. Creating CCP as a hub for economic mobility
within the region and positioning our institution in a way to address workforce needs in
the city and region.

1. Advancing a vision for talent development and economic mobility.
2. Delivering high quality programs aligned to regional needs.
3. Taking intentional action to support students career goals from pre-
   articulation to post-graduation.
4. Developing responsive mutually beneficial partnerships with employers
   centered on honest feedback and reciprocal support.

Dr. Marshall then spoke about the (4) goals that has already been developed in Academic
and Student Success that are in alignment with the Strategic Plan refresh and that are in
alignment with the work we have to do in Workforce Development.

1. Eliminating racial equity gaps.
2. Improving student learning outcomes through high quality teaching of
   relevant curriculum.

3. Increasing the number of students that obtain field employment, career advancement, program completion or successful transfer.
4. Increasing student engagement and providing equable access to high quality support services.

There will be a Workforce Steering Committee that will oversee all of the work for Workforce Development to be chaired by Dr. Generals. Dr. Marshall will be co-chair.

The Programs and Operations subcommittee will report up to the Workforce Steering Committee. That area will be focused on the high-quality programs, monitoring those programs, reviewing those programs and also looking at what is happening with the employer engagement piece.

The Student Success and Support Subcommittee is aligned with the 3rd Domain, that will be providing support to ensure that the student is moving through and matriculating and placed into the careers that they desire.

The Employer Engagement Subcommittee will focuse on increasing our engagement for our employment piece.

Chair Ireland as well as Ms. Chekemma Fulmore-Townsend asked if other members of this committee will be part of the Workforce Steering Subcommittees:

-Dr. Marshall stated that majority of the Cabinet will be part of the Steering Committees as well as Employer Engagement Subcommittee.

The Workforce Steering Committee is charged with developing the vision and oversight of all of the Workforce Development work.

One subcommittee will be targeted to the quality of our programs. That subcommittee will also monitor progress, provide guidance, and support our efforts through our program review process.

We will be doing a comprehensive needs analysis as part of this work and the Programs and Operations subcommittee will be in charge of that.

One subcommittee will be charged with providing support to the student throughout their progress through the programs that we have. This subcommittee will also have the marketing piece, onboarding piece as well as career placement.

We want a group to focus on Partnerships and Employer Engagements and ensure that we maintain those partnerships, strengthen those partnerships and look for opportunities for new partnerships.

Dr. Generals added that with CATC and Workforce Development, we are trying to broaden the concept of Workforce Development. Consolidate and build a strategic direction.

Ms. Mindy Posoff asked if there was a timeframe to add the names to each area and timeframe to roll out the structure.

> -Dr. Marshall stated that they have received all of the recommendation for names for all of the subcommittees. None of those individuals have been contacted yet as we are waiting to have the 1st Workforce Steering Committee approximately January.

Operations Alignment, Workforce Development Report

A summary of Workforce Operations (RFPs, Revenue Updates)
Dr. Gray provided a summary on our Operations update for all of our alignment meetings.

We have responded to 5 RFP's in the last month:

> - Department of Aviation where we received that contract in the amount between $88,000-$100,000 dollars for 2024 for Skills Development for their current employees.

> -Philadelphia Housing Authority for the Certified Nursing Assistant which we plan
> to run 3 cohorts at $267.000 should all 3 run. This is based on attendance but we expect to receive approximately 80 % of that contract. This is for PHA residents.

> -Creditable Messenger Academy is a gun prevention opportunity for the City of Philadelphia to reduce gun violence. We submitted that RFP at $499.000. We should hear about the results on December 8, 2023. We expect 65-70 individuals.

> -Philadelphia Works we submitted on November 22nd and 2 of the 3 RFP's for the Clinical Medical Assistant was submitted and the Welding RFP was submitted. We did not submit the HVAC RFP.

> -City of Philadelphia upscaling training we will be presenting a response to that before December 15, 2023.

We also do plan to offer new programs and new ways of improving revenue within our Corporate Solution and Corporate College in Workforce. We have had several conversations with Septa, Philadelphia Gas Works, and Jefferson Medical Services to have their employees take our general education courses in order for them to transfer.

> -Our Spring, 2024 course schedule is constantly being added to. We added two

new courses in CNC for January.

-In terms of Workforce Development, we are year over year $173.000 ahead of where we were last year. We have serviced 302 more students than we did this time last year. We will be able to provide another projection in January.

Mr. Epps asked about the student experience and student satisfaction.

Dr. Gray responded by saying that we are constantly working to figure out and make sure that students get what they desire and to make sure we capture on the front end exactly what students want and that is our #1 Goal to Improve the Student Experience.

Mr. Epps and Chair Ireland asked about the new Program Offerings and if we are dropping some of the old programs to make way for the new programs.

Dr. Gray stated that for example Septa, it would be about them having to choose to have their employees having taken our Leadership Management course over the last three months move into our Associate Degree for Business Leadership. This is not a new developed program but a program that we offer those individuals that came through our Workforce Development an opportunity to advance toward their Associate's Degree with hope to get a Bachelor's Degree from one of our Duel partners. We are working on "Sunset" or discontinuation of programs effort where there is not the right amount of yield.

We can now assess strategically and in a routine fashion how our students are doing and what on the Workforce side of the house various just understanding student satisfaction on the credit side of the house.

Navy Welding Pipeline Update

Ms. Danielle Liautaud-Watkins gave an update on the Navy Welding Pipeline.

-2.5 Million dollars investment to expand our welding lab to meet the needs of the Navy's submarine industrial needs and the shortfall of the 400,000 welders in the US and specifically in this area.

-On Nov. 2, 2023 we received documents that we have been waiting for so now we can conform our initial proposal to the requirements in the exemplars.

-We are looking to complete the proposal within the next two weeks and meet with the Navy before the holiday.

Course Enrollment Report Fall 2023
The Course Enrollment Report was submitted for review by the members of the Subcommittee as Ayanna Washington was away for a conference.

Meeting Adjourned at 4:00pm by Chair Sheila Ireland.

(Next meeting is tentatively scheduled for Feb. 21, 2024, 3:00pm).

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, November 2, 2023–3:00 p.m.
Career and Advanced Technology Center
4750 Market Street, Room 341 A&B

Present: Mr. Harold T. Epps, presiding: Ms. Ajeenah Amir, Mr. Ronald Bradley,
                Representative Morgan Cephas, Mr. Pat Clancy, Mr. Rob Dubow, Ms. Chekemma
                Fulmore-Townsend, Ms. Sheila Ireland, Ms. Rosalyn McPherson, Ms. Mindy
                Posoff, Mr. Michael Soileau, Mr. Jeremiah White, Dr. Donald Generals, Ms.
                Josephine Di Gregorio, Mr. Eapen, Dr. David Thomas, Ms. Danielle Liautaud-
                Watkins, Dr. Mellissia Zanjani, Ms. Jasmine Sessoms, Dr. Alycia Marshall, Ms.
                Victoria Zellers, Dr. Darren Lipscomb, Dr. Linda Powell, and Dr. Ellyn Jo Waller

(1)   Meeting Called to Order

        Mr. Epps called the meeting to order. He stated that he will be calling upon members of
the Board who attended the Association of Community College Trustees Leadership Congress to
share what they had learned at the meeting.

        Mr. Epps reviewed the goals for the meeting.

(2)   Public Comment

        Pastor Aaron Campbell, Founder and Executive Director, Level Up Philly, provided public
comment on the work that he is doing as the Pastor of Antioch Christian Fellowship Church in
empowering youth in Philadelphia. Pastor Campbell introduced several young people who are
part of the program.

(3)   Report of the President

(a)   Strategic Planning and Board Retreat Update

        Dr. Generals reported that we are in the final stages of the strategic planning process.
He stated that feedback from stakeholder sessions has been included. Dr. Generals stated that
we are in the process of collecting student feedback. He stated that sessions have been held
with students, and that students could also participate in the strategic planning process online.
Dr. Generals stated that good feedback has been received from stakeholders. He stated that
we are in the process of coalescing the information into a document to share with the Board at
the Board Retreat.

        Regarding a date for the Board Retreat, Dr. Generals stated that a doodle poll of
proposed dates for a Board Retreat was sent to the Board. To date, 10 Board members have

responded to the poll and that the majority of Board members favored Thursday, December 7, 2023, 1:00 p.m. – 5:00 p.m. for the Board Retreat. Mr. Epps encouraged members of the Board to respond to the poll no later than Tuesday, November 7, 2023. Mr. Epps stated that he would like to have a photo of the Board taken at the Board Retreat.

(b)   Enrollment Update

At the request of Dr. Generals, Dr. Lipscomb provided a winter and spring enrollment report (**Attachment A**). He stated that total students enrolled for spring is 3,386 (+ 14% year-over-year (YoY). Dr. Lipscomb stated that 3,306 are continuing students (+15% YoY). Dr. Lipscomb stated that new students are up 5.2%, and that total credit hours total 37,768 (+15% YoY). Dr. Lipscomb reviewed and discussed five-year credit enrollment trends and extended protections for non-payers. Dr. Lipscomb stated that staff are reaching out to non-payment students to connect with staff since we do have $50,000 of discretionary funds this semester.

Dr. Rooney stated that she was very excited about the increase in enrollment for continuing students. She stated that the positive increase is indicative of the work done by Drs. Lipscomb and Marshall and the academic deans. Dr. Rooney stated that it was a team effort.

(c)   Branding

At the request of Dr. Generals, Dr. Rooney provided an overview of the work that has been done by her staff in developing a new brand for the College. Dr. Rooney reviewed the new logo, College colors, tag line, swags, and banners that will be displayed on campus, at the Regional Centers, and throughout the City. Dr. Rooney stated that the city-wide launch celebration of the new brand is scheduled for April 11, 2024.

Members of the Board complimented Dr. Rooney and her team on the outstanding work that has been done in the development of a new brand for the College.

Mr. Epps requested that local minority vendors be included in swag investments.

Dr. Rooney stated that she will provide an update to the Board at the February 2024 Board meeting.

(d)   Association of Community College Trustees
         Leadership Congress, October 9-12, 2023

Dr. Generals reported that he and several members of the Board of Trustees attended the Association of Community College Trustees Leadership Congress, October 9-12, 2023. He stated that Dr. Linda Powell, Special Assistant to the Provost on STEM Outreach and Engagement, Ms. Stephanie Austin-Johnson, Manager, Pre-College STEM Programs, and Board member Jeremiah White, had made a presentation at the Congress entitled "Shared Vision for Student Success in STEM."

At the request of Dr. Generals, Dr. Powell reviewed and discussed the presentation, *Shared Vision for Student Success in STEM*, which was presented at the ACCT Congress (**Attachment B**). Dr. Powell reviewed the Board's investment in STEM education; CCP's Student Internships; Jr. STEM Academy Programs; STEM Scholars designation; and a list of events celebrating STEM Month. Dr. Powell also reviewed student participation data in STEM activities as well as faculty participation.

Members of the Board congratulated Dr. Powell on her presentation.

At the request of Dr. Generals, Dr. Thomas provided a summary of the inaugural *Engage, Educate, Empower: Men of Color Conference* which took place on Saturday, October 14, 2023. He stated that the conference was a great success. Over 200 registered for the conference, and 175 attended. Dr. Thomas stated that the sessions were well attended, including a presentation by Dr. Generals regarding Taney Street. Dr. Thomas stated that Dr. Alyn E. Waller provided closing remarks at the conference.

Dr. Thomas stated that he had received very positive feedback on the conference. He noted that the conference will be an annual event.

(e)   Election Day, November 7, 2023 – Day of Service
         Instructional Make-Up Day – Tuesday, December 5, 2023

Dr. Generals reported that the College will be closed for a day of service on Tuesday, November 7, 2023 for Election Day. He stated that the instructional make-up day is scheduled for Tuesday, December 5, 2023.

(f)   Foundation Report

Dr. Zanjani called attention to the Report on Grants and Gifts which was part of the November 2, 2023 Board meeting packet. She stated that the report reflects July 1, 2023 – October 15, 2023 financial activity. Dr. Zanjani stated that for public/governmental fundraising there have been no new public grants to report since the last meeting. For private/philanthropic fundraising, there was an anonymous donor who established an emergency fund for students.

Regarding the Annual Giving, Dr. Zanjani stated that the second mailed appeal of the year and a thank you mailing to current donors will go out this month for year-end giving. She reminded the Board that November 28, 2023 is Giving Tuesday. Regarding alumni engagement, Dr. Zanjani reported that the annual Alumni Reunion Dinner will be held on Thursday, November 30, 2023, in the Gilroy Roberts Rotunda from 6:00 p.m. – 8:00 p.m.

Dr. Waller provided the following report for the Foundation Board of Directors:

<u>Major Gifts Campaign</u>

Dr. Waller reported that the consultants are scheduled to be on campus on December 6, 2023 to discuss the campaign. She stated that one of the key items that the consultants have shared is the need for connections. Dr. Waller stated that Board Chair Epps has introduced the Foundation to several connections. Dr. Waller urged members of the Board to consider the possibility of connecting others to the important work of student access and success.

<u>Events</u>

Dr. Waller reported that the Hayward Bell Scholarship Luncheon took place on November 1, 2023. She stated that this is the 10th year for this exceptional scholarship.

Dr. Waller reported that the reception for the dedication of the Absalom Jones Courtyard in the Library and Learning Commons is scheduled for Monday, November 13, 2023, 3:30 – 5:30 p.m.

(4)   <u>Student Outcomes Committee</u>

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on October 5, 2023. She stated that the Committee discussed updates on the STEM Honors program and the Hyflex modality.

(5)   <u>Workforce Subcommittee</u>

Ms. Ireland reported that the Workforce Subcommittee met on Thursday, October 5, 2023. She stated that the minutes will be posted in the Board Portal.

(6)   <u>Audit Committee</u>

At the request of Chair Epps, Mr. Eapen reported that the Audit Committee met on October 16, 2023. He stated that the Committee reviewed the results of the 2023 Fiscal Year Audit Report conducted by Grant Thornton, the College's external audit firm. Mr. Eapen stated that the College received a clean audit with no exceptions. He stated that the Audit Committee was recommending that the Board accept the 2023 Fiscal Year Audit Report. Mr. Eapen reported that the Committee was also provided with an update on the 2022-2024 Internal Audit Plan.

Ms. Ireland moved, with Mr. White seconding, that the Board accept the 2023 Fiscal Year Audit Report. The motion carried unanimously.

(7)　　Business Affairs Committee

Mr. Soileau reported that the Business Affairs Committee met on October 18, 2023. He stated that the Committee reviewed and approved a number of action items which are part of the Consent Agenda.

(8)　　Consent Agenda

Mr. Epps requested approval of the Consent Agenda:

(a) Proceedings and Minutes of Decisions and Resolutions
     Meeting of October 5, 2023
(b) Gifts and Grants
(c) Dell Computers
(d) Architect: Mdesigns & MWJ Consulting, LLC
(e) VSBA Architect Boardroom Contract
(f) CVS/Caremark Renewal Contract
(g) Contract with Royalty Construction Services for Dental Clinic

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

(9)　　Report of the Chair

(a)　　Resolution of Appreciation for Steve Herzog

Mr. Epps presented a Resolution of Appreciation (see **Attachment C**) to Mr. Steve Herzog acknowledging his exemplary service as a member of the Board of Trustees. On behalf of the Board of Trustees, Mr. Epps thanked Mr. Herzog for his years of service and his commitment to student success.

(b)　　Board Members' Reflections

Members of the Board who attended the ACCT Leadership Congress mentioned highlights of their experience at the Congress.

Representative Cephas mentioned that there is a growing interest in workforce development and environmental justice, and a growing demand for short-term workforce training. She stated that the hydrogen hub is an opportunity for the region.

Mr. Epps congratulated Ms. Ireland on her election as Chair of ACCT's Northeast Region. Ms. Ireland provided an update on the Northeast Region's participation in ACCT. Mr. Epps thanked Ms. Ireland for her service.

(c)   Association of Community College Trustees
        National Legislative Summit, February 4-7, 2024
        Marriott Marquis, Washington, D.C.

Mr. Epps reminded members of the Board of the Association of Community College Trustees National Legislative Summit scheduled February 4-7, 2024 at the Marriott Marquis in Washington, D.C. Members of the Board interested in attending may call the President's Office for meeting arrangements.

(d)   Board Self-Assessment

Mr. Epps deferred the discussion of the Board Self-Assessment to the Board Retreat on December 7, 2023. Mr. Epps noted that the Board of Trustees group photograph will be taken at the Board Retreat.

(10)   Old Business

There was no old business discussed at the meeting.

(11)   New Business

There was no new business discussed at the meeting.

(12)   Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, January 4, 2024, at 3:00 p.m. in the Isadore A. Shrager Boardroom, Room M2-1. The meeting is hybrid.

The meeting adjourned at 4:30 p.m.

The Board reconvened in Executive Session.

(13)   Executive Session

The Executive Session was devoted to a discussion of labor negotiations and real estate.

ATTACHMENT A

Winter/Spring Enrollment Outlook

Board of Trustees

November 2, 2023

Spring 2024 Credit Enrollment

- By the numbers (as of 12 a.m., 11/2/23)   *YoY = year-over-year
  - 3,386 total students enrolled (+14% YoY)
    - **3,306 continuing students (+15% YoY)**
    - 80 new students (-10% YoY) …5.2% increase as of 11 a.m.
  - 37,768 total credits (+15% YoY)

Community College *of* Philadelphia

Five-Year Credit Enrollment trends

Point in time Enrollment trends
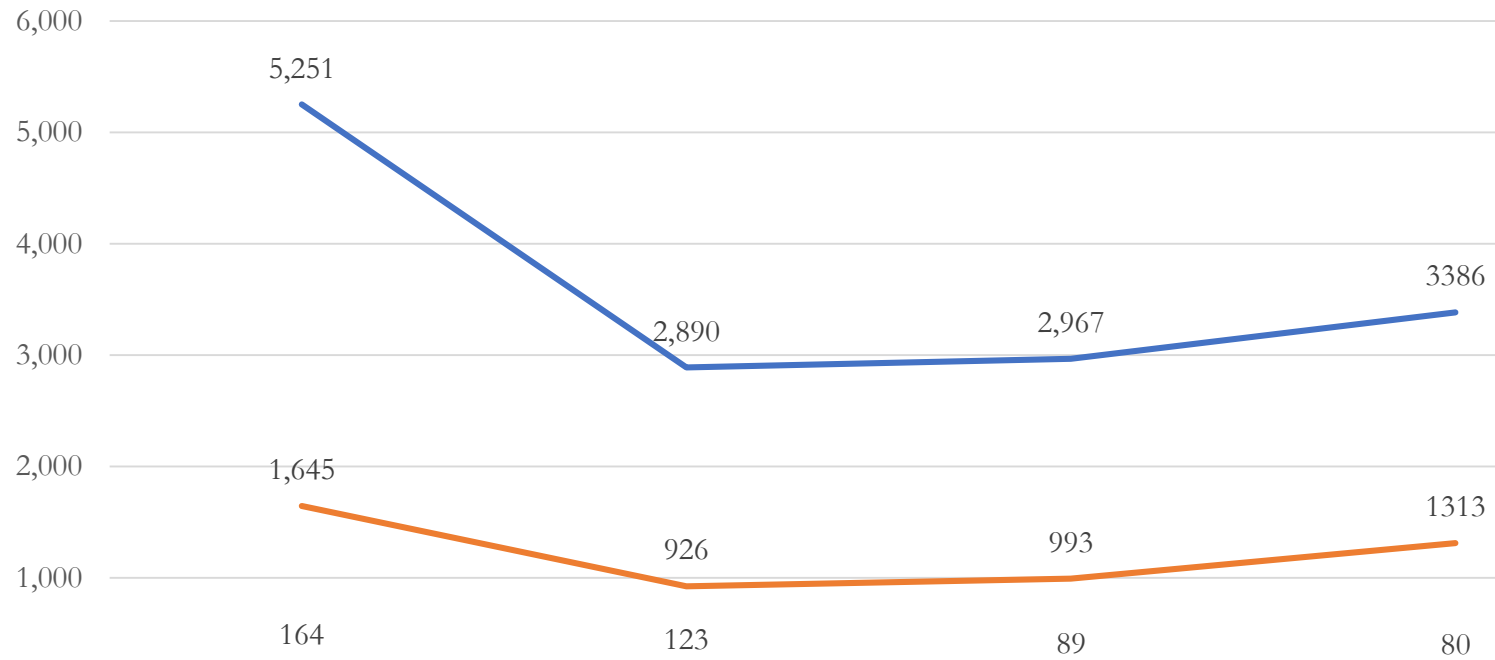
	Spring 2020	Spring 2021	Spring 2023	Spring 2024
Overall	5,251	2,890	2,967	3386
Continuing	1,645	926	993	1313
New	164	123	89	80

Overall — Continuing — New

SUCCESS STARTS HERE

Community College of Philadelphia

More Time to Pay: Extended Protections for Non-Payers

Protecting students from being dropped for non-payment

- – Based on success of pilot last year, continuing "good holds" for qualified students

- – Anticipating increased retention

- – Protected students with 3.0 GPA or higher and 30 credits or more.

- – Started with a cohort of 270 students.

- – Sixty-nine percent of protected students have paid thus far.

- – Seventy-seven percent of balances paid thus far.

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Community College *of* Philadelphia

Extended Protections for Non-Payers

Protected Student Group (30+ credits; 3.0+ GPA)

Extended Protections for Non-Payers

Protected Student Group (30+ credits; 3.0+ GPA)

SUCCESS STARTS HERE

Community College *of* Philadelphia
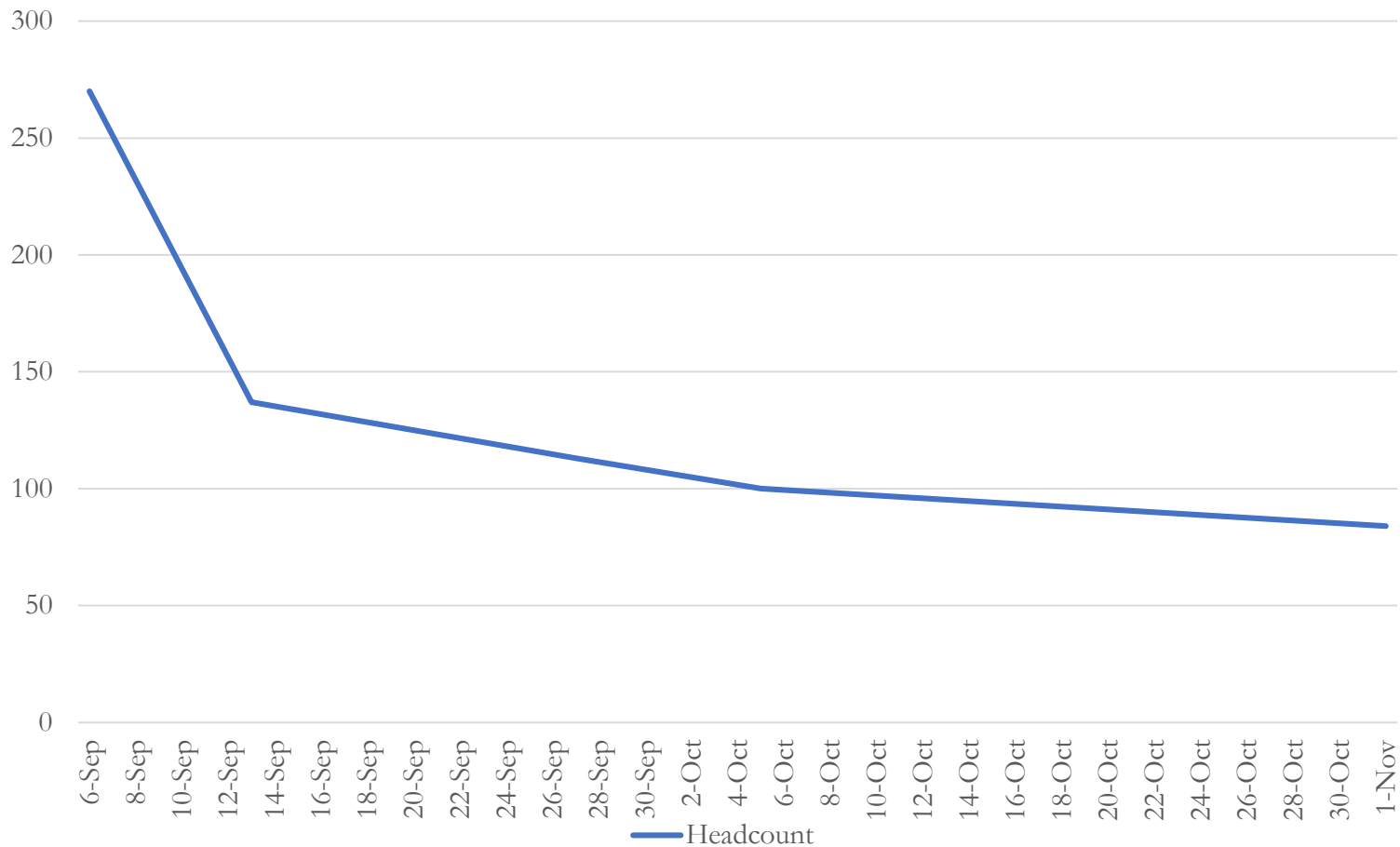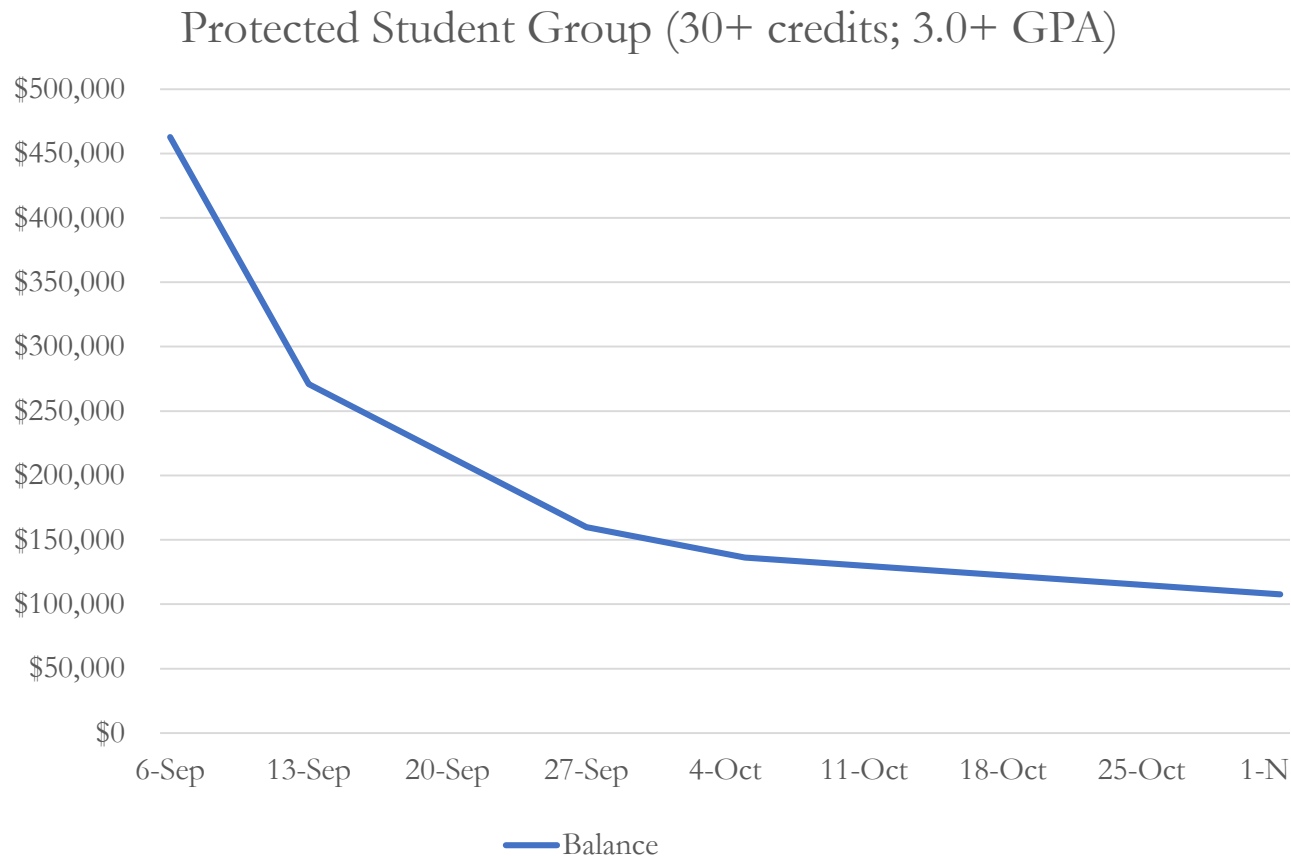
Questions

ACCT Congress & STEM Month Presentation

Dr. Linda Powell

Special Assistant to the Provost

11/2/2023

SUCCESS STARTS **HERE**

Community College *of* Philadelphia

Shared Vision for Student Success in STEM

Association of Community College
Trustees
October 10, 2023

SUCCESS STARTS HERE

Community College *of* Philadelphia

Board of Trustees Investment in STEM Education

There has been a thirty-million-dollar investment made in the construction of the new Career and Advanced Technology Center

Sites of CCP Student Internships

Jr. STEM Academy Programs
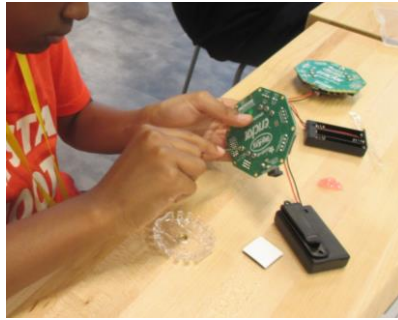
A Day at CERN

STEM Summer Camps

STEM Votes

STEM Scholars

- Students will fill in an interest form off of the STEM Scholars/Honors Website

- That form will be used to make them aware of specific programming

- The must be at a 3.0 GPA when petitioning to receive the STEM Scholars designation on their transcript

- That designation is tied to completion of specific participations, research or service learning

STEM Scholars

- Students will have to designate the semester they are petitioning for Scholars/Honors to the Honors Coordinator

- A STEM Review Committee will evaluate the completion of the required components and notify the coordinator that the criteria has been met.

- A dynamic form will be initiated requesting the Scholars/Honors designation be added to the transcript

STEM Scholars Continued

- Students must maintain that GPA to keep the designation or raise their GPA to 3.2+ to try for STEM Honors

- Student must have Engl. 101 placement

- Signoff - By Faculty Recommendation to

    Special Assistant to Provost/ Deans

STEM Month Events   *October 16th to November 10th*

CHOP RESEARCH INSTITUTE SUMMER SCHOLARS PROGRAM (CRISSP)
Oct 16th | 10am to 11:15am | *West Building, Room W3-39*
Learn more about this full-time, mentored summer research experience that provides opportunities in basic, translation, clinical, and behavioral research. You'll learn from world-renowned faculty mentors—and get paid.

AQUAPONICS AND GREEN ENERGY INFORMATION SESSION
Oct 18th | 12 pm to pm | *West Building, Room W4-27*
Explore aquaponics, a system where fish and plants are farmed together; solar energy production; and causes, effects and prevention of global warming.

DISCOVERY CENTER PROJECT AND STUDENT PRESENTATIONS
Oct 18th | 2pm to 4pm and 6pm to 8pm | *West Building, Room W2-48*
Students from BIO 106 (General Biology I) will discuss their projects with the Discovery Center, data analysis, and classroom research; and BIO 241 (Principles of Microbiology) students will present their work on infectious diseases and case studies.

CHEMISTRY MAJOR MEET-AND-GREET
Oct 19th | 1pm to 2pm | *West Building, Room W4-22*
Get to know other students in your major!

STEM TRANSFER FAIR
Oct 20th | 11am to 2pm | *Pavilion Building, Klein Cube*
Meet recruiters from area institutions and learn about transfer opportunities for STEM programs.

SUCCESS STARTS HERE

Community College *of* Philadelphia

STEM Month Events   *October 16th to November 10th*

SCIENCE POSTER SESSION
Oct 23th to Nov 10th | 9 am to 9pm
West Building (2nd, 3rd, & 4th Floor Hallways) and *Northeast Regional Center (1st Floor)*
See what CCP Science students have been studying! Browse through a wide array of topical and research-based posters created by students.

UPENN MECHANOBIOLOGY
Oct 23rd & 24th @ 2pm | *By invitation only*
Hear about paid research opportunities with Penn's Center for Engineering and Mechanobiology.

BIOLOGY FAIR
Oct 24th | 10:30am to 12pm | *West Building, Room W3-69*
Explore your interests in our Biology and Biomedical Technician programs, get information about the Biology club, Biotechnology and other paid internships, talk with student support staff from around the College, and register for courses.

DISCOVERING DISCOVERY CENTER INFORMATION SESSION
Oct 24th | 12:30pm to 1:30pm | *West Building, Room W3-69*
Get information on the Discovery Center's research and science-based conservation projects, as well as educational programs offered throughout the Philadelphia area.

ST. MARY MEDICAL CENTER/PCOM MENTORING PROGRAM
Oct 30th | 11:30 a.m. to 12:30 p.m. | West Building, Room W4-27
Are you interested in medical school? Learn about an exciting opportunity to receive mentorship from local physicians.

NANOTECH INTERNSHIP INFORMATION SESSION
Nov 8th | 12pm to 1pm | *West Building, Room W4-41*
Hear about the advantages of this opportunity from CCP students who successfully completed this paid internship last summer, and meet representatives from Penn's Singh Center. Learn how to apply for the 2024 summer internship!

STEM Month Activities
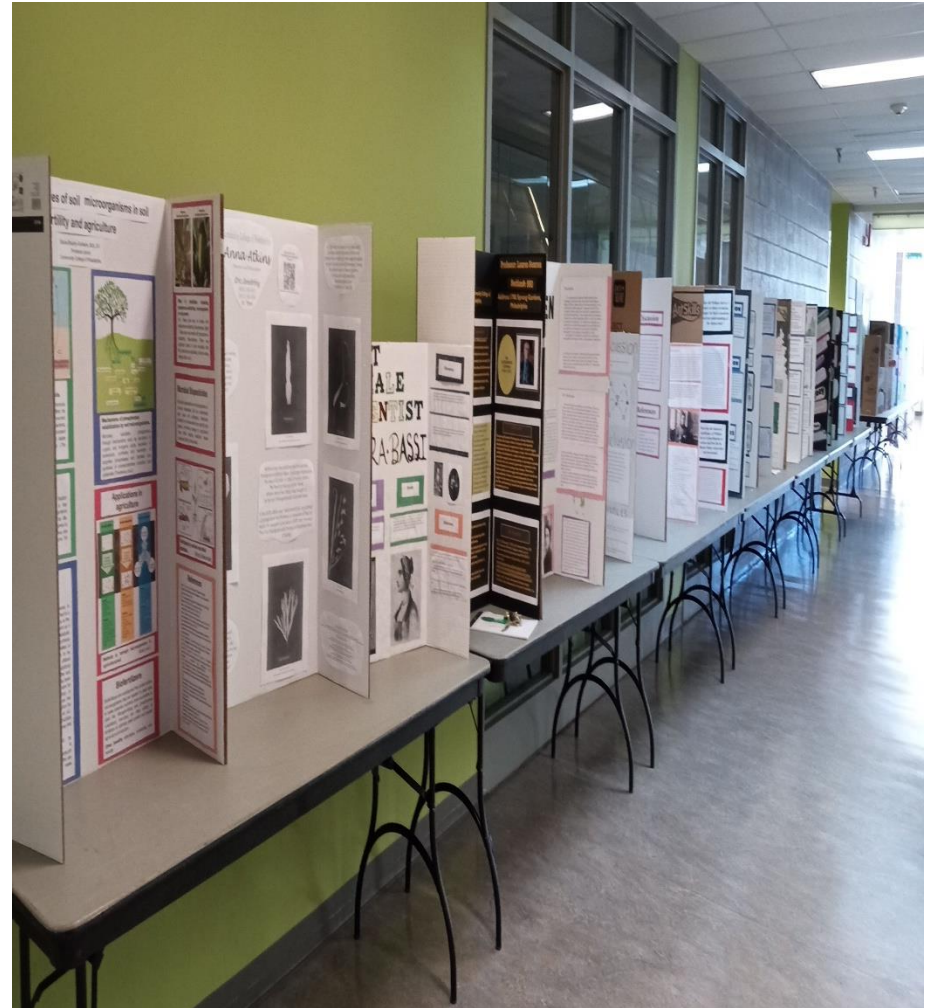
Biology Fair

Student Participation Data = 488 students to Date

- Eagles Event – 71 students
- CRISSP – 8 students
- Cadaver Lab at Jefferson- 55 students
- STEM Transfer Fair – 89 students
- Bio Fair 72 students signed in; 75 attended
- UPenn MechanoBiology- 12 submitted App's
- STEM Posters – 119 at Main Campus judged
- Discovery Center/ Bio Class research- 44 students
- St. Mary's Medical Center/PCOM/CCP – 15 students

Faculty Participation

Joe Noyes	Danielle Nagelberg	Michelle Dattilo
Abeer Hudiahed	Dr. Jennifer Tront	Carla Mazar Perry
Dr. Beena Patel	Dr. Ricardo Lopez	Dr. John Paul Vermitsky
Mark Piazza	Dawn Janich	Solomon Magbity
Dr. Richard Chu	Lauren Semrau	Dr. Tammy Wooten
Dr. Molly O'Connor	Ed Miskiel	Dr. Catherine Malele
Dr. Mozhgan Bahadory	Linda Gerz	Dr. Brian Renna
John McMillian		

Some CCP STEM Alumni

Marcella Stokes

General Service Administration- US Government

AS in Engineering 2004

Dr. Terrance Caldwell, Pharm D

Pharmacist, Children's Hospital of Philadelphia

AS in Science 2012

Gabriel Alfaro

Engineer II &III at PGW,

AS In Engineering, 2015

Dr. Andro Marc Pierre Louis

Inorganic Analytical Advanced Scientist, Owens Corning

AS in Science, 2004

Match Day- Dr. Adebayo Bello

What we hope for our student!

Resolution of Appreciation

COMMUNITY COLLEGE OF PHILADELPHIA
PHILADELPHIA, PENNSYLVANIA

This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on November 2, 2023.

WHEREAS, V. Steve Herzog, has been a member of the Board of Trustees of Community College of Philadelphia for 8 years;

WHEREAS, V. Steve Herzog has sought to advocate, encourage, support, and assist in the expansion of quality education for the City of Philadelphia;

WHEREAS, V. Steve Herzog brought invaluable insights to Committee and Board deliberation when he served as a member of the Business Affairs Committee, the Audit Committee, the Labor Relations Committee, and the Workforce Subcommittee;

WHEREAS, V. Steve Herzog brought important expertise to the College based on his professional background, which was greatly valued by Trustees and members of the College administration;

WHEREAS, V. Steve Herzog took responsibility for the Board Officer election process for three years;

WHEREAS, V. Steve Herzog is an honored, esteemed, and respected colleague, and recognized for his outstanding service as a member of the Board of Trustees;

BE IT RESOLVED, that the President and members of the Board of Trustees of Community College of Philadelphia express their deepest appreciation to V. Steve Herzog for his dedication and exemplary service to Community College of Philadelphia, the City of Philadelphia, and its citizens.

Harold T. Epps

HAROLD T. EPPS, CHAIR

Community College of Philadelphia

Donald Guy Generals

DONALD GUY GENERALS, ED.D., PRESIDENT

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, November 2, 2023–3:00 p.m.
Career and Advanced Technology Center
4750 Market Street, Room 341 A&B
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Harold T. Epps, presiding: Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Rob Dubow, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, Ms. Rosalyn McPherson, Ms. Mindy Posoff, Mr. Michael Soileau, Mr. Jeremiah White, Dr. Donald Generals, Ms. Josephine Di Gregorio, Mr. Eapen, Dr. David Thomas, Ms. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Ms. Jasmine Sessoms, Dr. Alycia Marshall, Ms. Victoria Zellers, Dr. Darren Lipscomb, Dr. Linda Powell, and Dr. Ellyn Jo Waller

(1)   <u>Meeting Called to Order</u>

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

(2)   <u>Public Comment</u>

Pastor Aaron Campbell, Founder and Executive Director, Level Up Philly, provided public comment on the work that he is doing as the Pastor of Antioch Christian Fellowship Church in empowering youth in Philadelphia.

(3)   <u>Report of the President</u>

(a)   <u>Strategic Planning and Board Retreat Update</u>

The Board was provided with an update of the strategic planning process.

Based on the majority of responses by Board members, the Board Retreat will take place on Thursday, December 7, 2023.

(b)   <u>Enrollment Update</u>

The Board was provided with an update on enrollment for the winter term and spring 2024.

(c)   Branding

The Board was provided with an overview of the work that has been done in the development of a new brand for the College.

(d)   Association of Community College Trustees
         Leadership Congress, October 9-12, 2023

The Association of Community College Trustees Leadership Congress took place October 9-12, 2023.

The inaugural *Engage, Educate, Empower: Men of Color Conference* took place on Saturday, October 14, 2023.

(e)   Election Day, November 7, 2023 – Day of Service
         Instructional Make-Up Day – Tuesday, December 5, 2023

Dr. Generals reported that the College will be closed for a day of service on Tuesday, November 7, 2023 for Election Day.

(f)   Foundation Report

The Board was provided with an update on financial activity July 1, 2013 – October 15, 2023.

The Board was provided with an update on Annual Giving.

The annual Alumni Reunion Dinner is scheduled on Thursday, November 30, 2023 in the Gilroy Roberts Rotunda , 6:00 p.m. – 8:00 p.m.

Major Gifts Campaign

The Capital Campaign consultants are scheduled to be on campus on December 6, 2023.

Events

The Hayward Bell Scholarship Luncheon took place on November 1, 2023.

The reception for the dedication of the Absalom Jones Courtyard in the Library and Learning Commons is scheduled for Monday, November 13, 2023, 3:30 – 5:30 p.m.

(4)   Student Outcomes Committee

The Student Outcomes Committee met on October 5, 2023. The Committee discussed updates on the STEM Honors program and the Hyflex modality.

(5)   Workforce Subcommittee

The Workforce Subcommittee met on Thursday, October 5, 2023. The minutes of the meeting are posted in the Board Portal.

(6)   Audit Committee

The Audit Committee met on October 16, 2023.

The Board accepted the 2023 Fiscal Year Audit Report.

(7)   Business Affairs Committee

The Business Affairs Committee met on October 18, 2023. The Committee reviewed and approved a number of action items which are part of the Consent Agenda.

(8)   Consent Agenda

The Board approved the following Consent Agenda:

(a) Proceedings and Minutes of Decisions and Resolutions
      Meeting of October 5, 2023
(b) Gifts and Grants
(c) Dell Computers
(d) Architect: Mdesigns & MWJ Consulting, LLC
(e) VSBA Architect Boardroom Contract
(f) CVS/Caremark Renewal Contract
(g) Contract with Royalty Construction Services for Dental Clinic

(9)   Report of the Chair

(a)   Resolution of Appreciation for Steve Herzog

The Board presented a Resolution of Appreciation to Mr. Steve Herzog acknowledging his exemplary service as a member of the Board of Trustees.

(b)   <u>Board Members' Reflections</u>

Members of the Board who attended the ACCT Leadership Congress mentioned highlights of their experience at the Congress.

(c)   <u>Association of Community College Trustees</u>
<u>National Legislative Summit, February 4-7, 2024</u>
<u>Marriott Marquis, Washington, D.C.</u>

The Association of Community College Trustees National Legislative Summit is scheduled February 4-7, 2024 at the Marriott Marquis in Washington, D.C.

(d)   <u>Board Self-Assessment</u>

The discussion of the Board Self-Assessment was deferred to the Board Retreat on December 7, 2023.

(10)   <u>Old Business</u>

There was no old business discussed at the meeting.

(11)   <u>New Business</u>

There was no new business discussed at the meeting.

(12)   <u>Next Meeting</u>

The next meeting of the Board of Trustees is scheduled for Thursday, January 4, 2024, at 3:00 p.m. in the Isadore A. Shrager Boardroom, Room M2-1. The meeting is hybrid.

The meeting adjourned at 4:30 p.m.

The Board reconvened in Executive Session.

(13)   <u>Executive Session</u>

The Executive Session was devoted to a discussion of labor negotiations and real estate.

Community College of Philadelphia
Meeting of the Board of Trustees
January 4, 2024
Office of Institutional Advancement
Record of Grants and Gifts FY24

Summary by Source:

	FY 2024		FY 2023	FY2024 and FY2023
Held by College	*since last report* **10/16/23 -11/30/23**	**Fiscal Year To Date 7/1/23 - 11/30/23**	**Fiscal Year To Date 7/1/22 -11/30/22**	**Variance 7/1 - 11/30**
Federal	$ -	$ 681,219	$ 7,196,379	$ (6,515,160)
State	$ -	$ -	$ 46,851	$ (46,851)
Local / City	$ -	$ -	$ -	$ -
Total	**$ -**	**$ 681,219**	**$ 7,243,230**	**$ (6,562,011)**
Held by Foundation (Cash-in-Hand)	*since last report* **10/16/23 -11/30/23**	**Fiscal Year To Date 7/1/23 - 11/30/23**	**Fiscal Year To Date 7/1/22 -11/30/22**	**Variance 7/1 - 11/30**
Corporation	$ 5,000	$ 52,600	$ 375,050	$ (322,450)
Foundation	$ 110,133	$ 965,465	$ 881,360	$ 84,105
Individual	$ 121,309	$ 211,494	$ 189,267	$ 22,227
Organization	$ 1,373	$ 3,174	$ 64,732	$ (61,558)
Total	**$ 237,815**	**$ 1,232,733**	**$ 1,510,409**	**$ (277,676)**
TOTAL	**$ 237,815**	**$ 1,913,952**	**$ 8,753,639**	**$ (6,839,687)**

PUBLIC / GOVERNMENT SUMMARY (Since November 2, 2023 Meeting)

- No new public grants to report since last meeting.

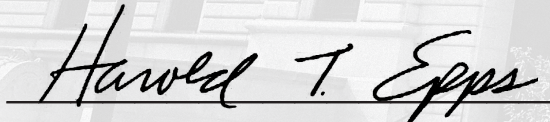**PRIVATE / PHILANTHROPIC SUMMARY (Since November 2, 2023 Meeting)**

- A private donor awarded $12,500 to the Discretionary Fund for Scholarships.

- A private donor awarded $48,000 to the Boo & Loo Scholarship Fund and $23,832 to the Student Care Network-Emergency.

Resolution of Appreciation

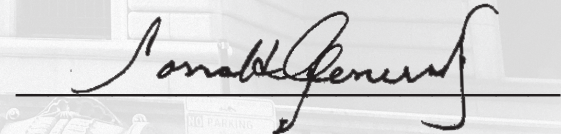## COMMUNITY COLLEGE OF PHILADELPHIA
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Harold T. Epps

HAROLD T. EPPS, CHAIR

Community College of Philadelphia

Donald Guy Generals

DONALD GUY GENERALS, ED.D., PRESIDENT

Community College *of* Philadelphia
January 2024 Events

January 4

Basketball Season continues
Lions Athletic Center
https://www.myccp.online/athletics-center/intercollegiate-athletics

Express Enrollment
Bonnell Building, Lobby
9:00 a.m. –3:00p.m.

January 8

Professional Development Week - Spring
Opening Session – Bonnell Building, BG-20
8:30 a.m. – 11:00 a.m.
Various sessions and workshops around campus, January 8th – 10th

January 11

2024 New Student Orientation
Opening Session – Bonnell Building, BG-20
8:30 a.m.– 11:00 a.m.
Various sessions and workshops around campus, January 11th – 12th

January 15

Martin Luther King Day
On campus activities occurring
January 17 – 19th
Various locations

January 16

Welcome Week 2024
Bonnell Building, Lobby
10:00a.m. – 2:00 p.m. thru 1/19

January 17

Black & Gold Bash
Winnet Building, Courtyard
10:00 a.m. – 2:00p.m.

January 19

Massage Clinic, hosted by Human Resources
Winnet Building, Lobby
9:00 a.m. –4:00 p.m.

Gateway to College Open House
Winnet Building, S2-03 Lecture Hall
9:00 a.m. –12:00 p.m.

January 24

Popcorn Wednesdays
Northeast Regional Center, Lobby
11:00 a.m. – 1:00 p.m.

Black Scholars Mentorship Program Launch
Winnet Student Life Building, The Great Hall
11:00 a.m. – 5:00 p.m.

January 25

CME Real Talk/ Next Level Mentor Program
Winnet Student Life Building, The Great Hall
12:00 p.m. – 1:30 p.m.

January 30

Chat Over Coffee
Student Engagement Session
Career & Advanced Technology Center, Lobby
11:00 a.m. –1:00 p.m.

Pathway Majors Job Fair
Bonnell Building, Lobby
11:00 a.m. -1:00 p.m.