

Meeting of the Board of Trustees, Thursday, April 4, 2024, 2:30 p.m.-Isadore A. Shrager Boardroom, M2-1/Hybrid

AGENDA

**(1) Executive Session I**

**(2) Meeting Called to Order**

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

- Update the Board on the Governor’s Plan for Higher Education
- Update the Board on Enrollment
- Update the Board on April 11, 2024 Brand Launch
- Update the Board on Commencement
- Update the Board on the Pennsylvania Commission for Community Colleges Meeting

**(3) Public Comment**

**(4) Report of the President**

- (a) Update on Governor’s Plan for Higher Education
- (b) Update on Enrollment
- (c) Update on Brand Launch - April 11, 2024
- (d) Update on Commencement
- (e) Update on the Pennsylvania Commission for Community Colleges Meeting
- (f) Northwest Campus - Timeline
- (g) Foundation Report

**(5) Student Outcomes Committee, March 14, 2024**

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**(6) Audit Committee, March 20, 2024**

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(a) 2022-2023 Uniform Guidance Audit Report (A)  
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**(7) Business Affairs Committee, April 1, 2024**

**(8) Policy Work Group**

**(9) Consent Agenda**

(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of March 14, 2024

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(b) Gifts and Grants	
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## (10) Report of the Chair

(a) Reflections: 2024 Pennsylvania Commission for Community Colleges Annual Meeting – Tuesday, April 2-3, 2024, Annual Meeting and Awards Banquet

(b) Commencement Ceremony – Saturday, May 4, 2024. 10:00 a.m. Temple Liacouras Center

(c) Board Representation at Year End Events: Nurses Pinning Ceremony, Friday, May 3, 2024, 10:00 a.m. College Athletic Center: Academic Award Ceremony, Friday, May 3, 2024, 4:00 p.m. Bonnell Building Large Auditorium

(d) Nominating Committee for Board Officers

(e) Committee of the Whole Feedback

## (11) Old Business

## (12) New Business

**(13) Next Meeting: Thursday, May 2, 2024, 2:30 p.m.  
Isadore A. Shrager Boardroom, M2-1/Hybrid**

## Committee Meetings

- Student Outcomes, Thursday, April 4, 2024 – 12:30 p.m. Library and Learning Commons, L1-13 Hybrid
- Business Affairs, Wednesday, April 17, 2024 – 9:00 a.m. Isadore A. Shrager Boardroom, M2-1/Hybrid
- Workforce Subcommittee, Wednesday, May 22, 2024, 3:00 p.m. Center for Business and Industry C2-5/Hybrid

## Upcoming Events

College Brand Launch, Thursday, April 11, 2024, 11:00 a.m. – 1:00 p.m. Outside the Pavilion Building Courtyard on 17th Street, between Spring Garden and Callowhill Street

Community College Day in Harrisburg, Monday, April 29, 2024, Pennsylvania State Capitol

College Budget Hearing Before City Council, Tuesday, April 30, 2024 - time to be determined.

Nurses Pinning Ceremony, Friday, May 3, 2024, 10:00 a.m. College Athletic Center Gymnasium

Academic Awards Ceremony, Friday, May 3, 2024, 4:00 p.m. Large Auditorium, BG-20

Commencement Ceremony, Saturday, May 4, 2024, 10:00 a.m. Temple Liacouras Center – Courtside Club - Board arrival: no later than 9:15 a.m.

Calendar of Events for April 2024	142
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## (14) Executive Session II

The Executive Session will be devoted to a discussion of personnel matters.

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

**MEETING MINUTES**

**Thursday, March 14, 2024**

**12:30 p.m.**

**Hybrid**

**Zoom**

**&**

**Library Learning Commons, L1-13**

**1700 Spring Garden Street**

**Philadelphia, PA 19130**

**Presiding:** Ms. Chekemma Fulmore-Townsend

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

**Board Participants:**

**College Members:** Dr. Donald Generals, Dr. Alycia Marshall, Dr. Mellissia Zanjani, Dr.  
Shannon Rooney, Danielle Liautaud-Watkins

**Guests:** Dr. Judith Gay, Consultant to the Board of Trustees  
Dr. Lisa Sanders, Dean of Liberal Studies  
Osvil Acosta-Morales, Department Head for Humanities, Associate  
Professor of Philosophy  
Dr. Anyabwile Love, Assistant Professor, History, Philosophy and  
Religious Studies of Black Studies  
Michael Loughran, Assistant Professor, English  
Dr. Linda Powell, Special Assistant to the Provost for STEM  
Outreach and Engagement, Professor-Department of Biology  
Dr. Brad Kovaleski, Dean of Students  
Dr. Davido Dupree, Department Chair, Psychology, Education and  
Human Services, Associate Professor of Psychology  
Dr. Terrilyn Hickman-Allen, Assistant Professor, Program  
Coordinator - Behavioral Health/Human Services  
Lorraine Barber, Assistant Professor, Behavioral Health and  
Human Services  
Massah Nuni, English Department Chair and Assistant Professor of  
English

## I. Public Session

(a) Introductions (I)

(b) Approval of the Minutes of February 1, 2024 (A)

Trustee Fulmore-Townsend opened the meeting by asking for a motion to approve the minutes from the January 4<sup>th</sup> meeting. Trustee Posoff voted 1<sup>st</sup> in approval, and Trustee Ireland seconded the motion. All were in favor.

(c) Liberal Studies Arts Honors Update (I)

Dean Sanders opened the presentation by sharing that the enrollment for the Liberal Arts Honors program has increased, due to recommendations the Board made to revise the structure of the program to target Catto cohorts and to be more accessible to part-time students. Osvil Acosta-Morales, the Department Head for Humanities and Associate Professor of Philosophy, explained that he collaborated with Dr. Linda Powell, the Special Assistant to the VP for STEM Outreach and Engagement, to rethink the previous cohort model and establish more flexible scheduling and online options for honors courses. The program model now includes more equitable and diverse student participation, new opportunities for student academic recognition, and workforce preparation. Students are also encouraged to participate in co-curricular honors activities even if their GPA does not reflect the necessary academic level to be an Honors student. For the Spring 2024 semester, the percentage of Liberal Arts Honors students who are African American increased from 23% to 46%, which is higher than the percentage of African American students at the entire College.

Dr. Anyabwile Love discussed the Black Studies 102 course. The student population includes Parkway high school seniors, Catto students, first-time and returning Honors students enrolled at the college, and one student who enrolled at the College with the intention of taking only this course. Black Studies 102 is grounded in theory, interdisciplinary Black studies, and the effect of Black studies on the community at large. Course readings are focused on interdisciplinary Black studies within the Pan-African scope, covering the original departure of Black people from the African continent, enslavement, Black traditional social change, and local movements. Authors included in the coursework include W. E. B. Du Bois, Langston Hughes, and Ngugi wa Thiongo'. Guest speakers have included the photographer, Temple University Africana Studies professor, and CCP alum Kareem Brown; New York University professor Tameka Williams; and James Beard-nominated chef Omar Tate of Honeysuckle in West Philadelphia.

On behalf of Tabitha Morgan, Dr. Love also highlighted the Gender Studies course offered in Liberal Arts Honors. This course, examining feminism in the United States, includes primary source documents and the intersection of various other disciplines, such as sexual abuse, masculinity and male studies, queer theory, and gender influence on global issues. Readings

include *The Bluest Eye* by Toni Morrison, *The Essential Feminist Reader* by Estelle B. Freedman, and *Queer: A Graphic Reader*. Projects include critical and group analysis of the SlutWalk; analysis of cultural artifacts; and an interdisciplinary project around theory and memoir.

Assistant Professor of English Michael Loughran highlighted ways in which Liberal Studies Honors students are connected to internships. One organization, the Welcoming Center, a nonprofit promoting economic growth that works with immigrants in Philadelphia, will have 5 student interns from the College. This internship program will allow students to intern for a full semester; however, if students are unable to work a full semester, they can intern for as little as one week. Students will work on special projects, gain real-world work experience, and network. Liberal Studies Honors also aims to establish similar partnerships with the Barnes Foundation, the Presbyterian Historical Society, and Mighty Writers. Trustee Clancy shared that CampusPhilly could be another organization to partner with.

- Trustee Fulmore-Townsend asked what quality of partner organizations were being sought. Mr. Loughran answered that a partnership with the Welcoming Center is an example of an ideal partnership due to the social contract the organization provides. For instance, the Welcome Center has a leadership program of 27 immigrant entrepreneurs interested in growing their business through social media, marketing, and branding. There will be a class where those entrepreneurial experiences are theoretically discussed, and students will observe how those business topics are implemented.
- Trustee Clancy asked if these internships are paid. Mr. Loughran explained that there aren't currently any paid internships offered through the Liberal Studies Honors program, but paid internships will hopefully be added at some point in the future. Beginning in Fall 2024, Liberal Arts Honors will also enter an experiential learning partnership offering Honors seminars with The Welcoming Center. One selected seminar topic is The Jargon of Narratology – the narrative science of telling a story.
  - o Trustee Fulmore-Townsend inquired about the cost structure of a paid internship for the Liberal Studies Honors program. She suggested that the Liberal Honors leadership team define a specific number to help a potential partner know how many students they could sponsor. She also stated that a defined cost structure could help the board identify a fundraising strategy.

Mr. Loughran continued the presentation by sharing events and trips the students in the program have taken or will take. He also shared testimonials from students regarding their experience in Liberal Studies Honors.

A testimonial video highlighted a former Liberal Studies Honors student. The student shared that the Liberal Studies Honors professors not only provide a great education, but make up an

entire cohort of guidance counselors for their students. Trustee Fulmore-Townsend suggested that this video be shown to the entire Board.

Trustee Posoff asked what Liberal Studies Honors's goals are for the path to success. Dean Sanders shared the following goals:

- tying Liberal Arts into the community workforce experience
- connecting with more organizations
- continuing to diversify the student body

Mr. Acosta-Morales shared a presentation of projects created by the Liberal Studies Honors students to express their skills.

(d) Behavioral Health and Human Services Update (I)

Trustee Fulmore-Townsend welcomed the presenters from the Behavioral Health and Human Services (BHHS) program to the meeting. Dr. Terrilyn Hickman-Allen, who has been with the college for 22 years, is the Assistant Professor and Program Coordinator of the Behavioral Health and Human Services program. Lorraine Barber has been working with the college for 20 years and is the Assistant Professor of Behavioral Health and Human Services. Dr. Davido Dupree is the Department Chair, Psychology, Education and Human Services, Associate Professor of Psychology.

The presenters shared the updates BHHS has made since its last Academic Program Review (APR). Dr. Marshall shared that there has been progress in many areas, including enrollment, retention, and planning for the future. The overall strategy focused on aligning the curriculum with the city's needs and student needs, aligning it more closely with Perkins and workforce needs, and reinstating the advisory committee. Dr. Hickman-Allen opened the discussion regarding the Board's proposed actions and how the program vision and mission have been aligned to meet those deliverables. The goal is to prepare entry-level workers for the Behavioral Health and Human Services field. The department's mission emphasizes the foundational knowledge, values, helping skills, and personal insight necessary to work with and on behalf of all people. It prepares students for engaged citizenship as an essential component of emerging professional identity.

In Spring 2023, the Board provided the Behavioral Health and Human Services department with three recommendations:

- revise the curriculum and/or student learning opportunities, especially related to the introductory course, Behavioral Health 101, and integrate teachings in the classroom directly to what's going on in the city.

- look at the percentage of courses offered in person and look at minimizing the number of courses offered online, in order to support student success data, more closely align with best practices in the field and build a sense of community among the students to positively impact program retention rates.
- develop and implement a recruitment plan to improve overall program enrollment and stop decreasing enrollment trends; the aim is to cause student enrollment rates to increase or remain flat, and to increase retention rates.

The Board also asked the department to consider student success outcomes at both the course and program level. There was also a request to document what was being done to strengthen pedagogical approaches in the curriculum alignment within the workforce needs of the city.

Dr. Hickman-Allen shared with the Board that there were barriers faced in meeting the benchmarks. Many of the barriers are intersecting and a result of the pandemic. Although there are many students who went back to work following the pandemic, there are also some students who may have been vulnerable to other issues related to mental health, substance issues, or domestic violence. Another barrier was related to two projects done by the Student Success Navigator to look at why the college's students were not persisting in the program. Some students didn't understand that class was back in person or thought they could still attend virtually. For some students, there were financial barriers or time constraints. There was also a challenge for students to contact the department due to outdated contact information. The department also needed to access whether students were transferring before they completed their studies.

The first deliverable was to increase enrollment rates. From Fall 2022 to Fall 2023, there was a 7% decline in enrollment from 259 to 241 students. However, from Fall 2023 to Spring 2024, there was a 1% increase in enrollment from 241 to 244. The second deliverable was looking into the retention rates. From Fall 2020 to 2021, there was in a 41% increase in new students, with an 11% decline of returning students. From Fall 2022 to Fall 2023, there was a slight decline in enrollment of new students, and a decline of returning students. From Fall 2023 to Spring 2024, there was a 10% increase in enrollment for returning students.

Dr. Hickman-Allen is taking a new approach as a newly appointed leader for the program, as there is also new leadership at different levels within the institution. As a result, she meets weekly with faculty to tackle the recommendations of the Board. There is now a Canvas course for the Behavioral Health and Human Services faculty and staff, so that anything being done by the program can be accessed by all faculty at their will. Themed weekly updates are also emailed to faculty, which demonstrates greater transparency within the department.

The advisory committee will be relaunching in April.

There has been increased collaboration across departments to improve the Behavioral Health and Human Services program. Dr. Vance Gray has consulted BHHS regarding leveraging Perkins resources for BHHS workforce programming. Dr. Lynsey Madison has collaborated on BHHS new course development and course revision. Dr. Eric Shannon has provided insight on data-driven planning and decision making. Both Dr. Davido Dupree, Department Head, and Dr. Lisa Sanders, Dean, have been helpful in facilitating the development of task-specific strategies, linkages with relevant College departments, and approvals for key BHHS program development activities. Dean Sanders expressed that Dr. Marshall also provided resources to drive the mission and vision forward.

External partners include Community Behavioral Health, OIC, and Horizon House. Transfer partners West Chester University and Millersville now accept the BHHS degree as a direct transfer to the Social Work program as juniors. Kerry Arnold facilitated the hosting of two Certified Peer Specialist training sessions. Students completing the CPS Training Program through Prior Learning Assessment are eligible to receive up to 9 credits towards their A.A.S. in BHHS.

Finally, the third deliverable was that student success outcomes should improve. Graduation rates depend on whether students can persist; if they don't persist, they're not going to graduate. More research is needed to survey how to improve those barriers and help students be able to persist and complete.

There were also some course-level curricular revisions to align with documented workforce needs. The BHHS 101 course was revised and implemented. Courses BHHS 105 and BHHS 205 (formerly BHHS 106) have been revised and will be implemented Fall 2024; the revision was led by Lorraine Barber. BHHS 299 was developed as a new course and was implemented Spring 2024; the revision was led by Kerry Arnold, Christine Coppa, and Dr. Hickman-Allen. Master Schedule Planning attempts to address the diverse population the College serves, consider all modalities of instruction, and offer students more predictability in academic planning.

- Trustee Posoff asked about the class structure for these revised courses. Dean Sanders answered that the department is looking into giving students as many modality opportunities as possible. For instance, she is working with the ASL program to offer Saturday or evening classes, because people who are in the field can't attend classes at 11 a.m. during the week. For programs with more rigid sequences, the department will need to be creative.

Dr. Hickman-Allen discussed the improved processes of the Field Education Program. The process is now explained to students when they are contacted. Previously, there was a concern when students went to work in the field; now the department and faculty are working together to ensure students are work-ready. There are three new sites to meet the expanding commitment of the revised BHHS program to develop macro field sites focused on social



justice and involving advocacy work with community-level issues. They are: resource-based sentencing and supervision under the direction of the Honorable Judge Stephanie Sawyer; the Police Diversion Program at One Day at a Time; and the City of Philadelphia's Office of Violence Prevention (Gun Violence Intervention). The Field Education program has consisted of conducting site visits and developing a field manual for students.

The co-curricular projects the department has approved include the Community Health and Wellness Proficiency Certificate. BHHS 101 and BHHS 111 will be included in the new certificate program, along with courses from Public Health and Allied Health.

Another project, Writing for Recovery, with CCP English faculty Dr. Jason Esters and Lauren Genovesi, is a course that was created to use expressive writing as a therapeutic process for recovery from drug dependence. There are also Restorative Justice opportunities for BHHS students in collaboration with Sara Biker James, who just received a grant to explore restorative justice approaches with CCP students.

On April 2, the Behavioral Health and Human Services Advisory Committee will be relaunched. There are new committee members, stakeholders, and field partners to come onto campus. Renee Deas, MS, School Counselor, from Preparatory Charter High School, has been identified to attend.

The Horizon House has reached out to CCP to develop a sample course in the Fall. The 10-week online course will be asynchronous and will encourage staff who may not be credentialed to enroll.

Dr. Hickman-Allen shared with the Board that she developed a program through the Salvation Army called Project B.U.I.L.D. (Better Understanding: Inspiring Leaders and Doers). Her program is being submitted to the National Alliance for Direct Support Professionals for accreditation.

This summer, CCP will act as a Host Site through the OCR - Certified Peer and/or Recovery Specialist Trainings. Overall, the BHHS faculty is committed to personal development and often attends conferences, workshops, and community engagement.

In Fall 2023, Dr. Marshall worked with BHHS to identify a consultant to evaluate the current program and make recommendations. Dr. Nicole Williams, Academic Chair of Human Services at Anne Arundel Community College, provided recommendations during Spring 2024 to advance the program's work. Trustee Fulmore-Townsend expressed that the program has made an excellent turnaround, and she is impressed and thankful for the work done. Trustee Posoff expressed she was excited by the efforts, and she understands that the numbers must readjust. Trustee Ireland gave credit to Dr. Hickman-Allen's relationship with OIC, as OIC aims to funnel potential behavioral health aides to CCP. Trustee McPherson stated that she works with several mental health organizations, including Mental Health

Partners of Southeast Pennsylvania, where she was a former board member. She is also working with another organization called Mental Health First Connect, an organization designed to connect black and brown people to resources for mental health. She also recommended First Person Arts, an organization that transforms the drama of life through storytelling.

(e) New Business

(I)

Dean Sanders informed the Board of a new merged program, Communication and Media Studies. The program started last summer after the Board suggested merging the Communication and Mass Media Studies programs. Some of the other Board recommendations related to the new Communication and Media Studies program included: teaching students current industry trends, preparing students for a wide range of flexibility in career directions, and creating internship opportunities to engage with the local community. There was also an emphasis on technology and media, digital content creation, social media management, social change, and public relations, aligned with Temple University's curriculum in order to help students transfer. The new program will be included in the next catalog, and the first group of courses successfully went through the curriculum review process and have been approved for the upcoming year.

Dean Sanders introduced two of her colleagues: Rafael Logroño, the Unit Chair and Curriculum Coordinator of Communication Studies, and Massah Nuni, the English Department Chair and Assistant Professor of English. Mr. Logroño highlighted a few learning outcomes:

- The first outcome is to apply the essential communication and media skills for professional career success in a digital and global society. A key course in the new program is the capstone experience, allowing students to gain real-world work or internship experience.
- The next program learning outcome is to explain the role of human and digital communication throughout history and contemporary times. A new course called Social Media and Digital Cultures will not only highlight digital communication, but will also be a CSP course for students who need help with developmental English.
- The third program learning outcome is to create, develop, and synthesize communication using appropriate technology that effectively delivers messages to diverse audiences. There are two new courses aligned with this program learning outcome. One of the new courses, Communication Technology for the Workplace, will meet the technological competency requirements for the college. The other course, Writing for Digital Media, is a second level course where students will learn writing for podcasting, writing for blogs, and writing for X, Instagram, Facebook, and other digital platforms.

- The fourth program learning outcome is to connect the relationship between diversity, equity, and inclusion and the production, consumption, and dissemination of communication. To emphasize DEI in the Writing for Media course, reporting for underrepresented communities will be taught in accordance with representation in the media, where students will also study the aspects of race, ethnicity, and gender sexuality in the media.
- The fifth program learning outcome is to practice professional ethics and uplift receiving social responsibility as communication professionals.

Dean Sanders shared a full list of new CMS courses that will be offered starting next year, along with existing courses that could be pulled into the program. The Board expressed their excitement about the new program merge. Trustee McPherson informed Dean Sanders that she may have an internship opportunity. She also requested that in the DEI writing course, tone be closely observed, because a lot of entities fall short, and it's important for students to understand how microaggressions show up, especially in the media.

Dean Sanders informed the Board that there is an advisory committee for the program and that Perkins funding is being sought. There is a need for additional community members to serve on the advisory committee. Dr. Marshall congratulated Rafael Logroño, also a CCP alum, for his hard work and transition from working at the college as an Adjunct professor to working as a full-time faculty member (starting Fall 24), Unit Chair, and Curriculum Coordinator of Communication Studies.

The meeting adjourned.

**MEETING OF AUDIT COMMITTEE (HYBRID)**  
**Community College of Philadelphia**  
**Wednesday, March 20, 2024 – 10:30 a.m.**

**Present for the Audit Committee:** *Via Zoom* - Mr. Anthony Simonetta and Mr. Harold Epps

**Present for the Administration:** Donald Generals, Ed.D., Mr. Jacob Eapen, Victoria Zellers, Esq., Mr. Gim Lim, Mr. Robert Lucas, Mr. Barry Sulzberg, Mr. Derrick Sawyer and Dr. Shannon Rooney, Ms. Carolyn Flynn, Esq. (*via Zoom*)

**Representing Grant Thornton:** Ms. Angelica Roiz and Ms. Gabriella D'Angelo

**Guest:** Dr. Judith Gay, Vice President Emerita (*via Zoom*)

**Absent:** Mr. Rob Dubow and Ms. Ajeenah Amir

**AGENDA – PUBLIC SESSION**

The Audit Committee meeting was held on-campus and also available *via Zoom* for those who could not attend in person.

**1. Approve Minutes of Audit Committee Meeting on October 16, 2023 (Action Item):**

**Action:** Mr. Anthony Simonetta asked for a motion to recommend acceptance of the October 16, 2023 Audit Committee meeting minutes (Attachment A). Mr. Simonetta made the motion. Mr. Harold Epps seconded the motion. The motion passed unanimously.

**2. 2022-2023 Uniform Guidance Report (Action Item):**

Ms. Angelica Roiz announced that Grant Thornton accepted an investment from New Mountain Capital. According to Ms. Roiz, this is not the first time that New Mountain Capital invested in a public accounting firm. New Mountain Capital actually did this a few years ago with Citrin Cooperman. Grant Thornton is New Mountain Capital's biggest firm. Ms. Roiz stated that it is meant to be an additive to their practice. It will have no impact on the day-to-day with Grant Thornton's client services, existing audit tax advisory contracts, quality of work, the way they evaluate independents, what clients they take on and what clients they choose to serve from a strategy perspective. Ms. Roiz stated that New Mountain Capital sought Grant Thornton and are keenly interested in helping Grant Thornton execute on their strategy. Ms. Roiz stated that it will help Grant Thornton acquire stronger and better technology capabilities.

Ms. Roiz then presented the results of the 2023 Uniform Guidance audit (Attachment B). Ms. Roiz stated that back on October 16, 2023 Grant Thornton reviewed the results of the Financial Statement audit. Now in March, Grant Thornton has the results of the compliance work. Ms. Roiz stated that Grant Thornton audited the student financial assistance cluster, education stabilization funding and tested HEERF now that the College has expended all of the funds. Grant Thornton also looked at the Career and Technology Education Grant.

This fund is included in the testing every three years because the expenditures exceed \$750,000. Overall, Ms. Roiz reported that it was a clean audit on the compliance side with the exception of one finding on student financial aid. The finding was not a material, non-compliance matter nor where there any questioned costs. In the scope of Grant Thornton's testing of students, student financial aid and enrollment reporting, there was one exception out of the sample of 40 students where the change in enrollment status of the student was not submitted within the 60-day timeframe of notifying the Department of Education. It was caught, remediated and fixed. Ms. Roiz stated that it was a function of turnover and not being submitted on a timely basis. The Management's Corrective Action Plan is included in the single audit package.

In addition, with the compliance testing, Grant Thornton reviewed Banner as the system for the general ledger and student financial aid system. Grant Thornton looked at who has access, determined appropriate segregation of duties and tested controls around the packaging of the disbursement of financial aid as well as the review of HEERF expenditures as that money was spent down. Ms. Roiz stated that there were no significant issues or findings.

Ms. Roiz stated that on page 73 of the financial report (Attachment C), is the College's schedule of expenditures of federal awards. Of the \$68 million of expenditures from the U.S. Department of Education, \$55 million of that money was related to the student financial assistance cluster and that was in scope of Grant Thornton's perspective. The College spent about \$7.2 million of HEERF money this year. Ms. Roiz stated that all funds from prior year's grant plus the additional supplemental appropriation under the Higher Education Relief have been awarded. All of that testing was performed without exception.

Ms. Roiz stated on page 80 of the report, there was one finding around federal awards but there were no financial statement findings and the College is still considered a low-risk auditee, which means there were no material weakness or any significant issues in Grant Thornton's compliance testing that would require them to increase their scope, sample sizing, and risk assessment going forward.

Ms. Roiz stated that the procedures are complete and that Grant Thornton had full cooperation from Management as they worked through fiscal year 2023 audit with an addition of a major program this year.

Mr. Harold Epps asked what was the root cause of the finding, was it a lack of training or oversight? Dr. Shannon Rooney replied that it was due to turnover and staffing issues in Financial Aid but it has since been rectified. Mr. Epps asked given that it was turnover, what is the training or orientation to prepare the next staff member. Dr. Rooney replied that normally there are multiple staff members checking in on the status of student graduation and enrollment status changes for every term. Dr. Rooney stated that Financial Aid is now fully staffed and in the last 18 months the College added a Director of Compliance for Financial Aid and Enrollment Operations. In addition to having a redundancy in the office, the College now has a written procedure that multiple staff members in the office are responsible for double checking that the graduation status has been reported at the end of every term.

Ms. Roiz stated that from Grant Thornton's perspective, in light of the full complement of staff and written policies, they are confident the College will successfully eliminate any findings in the future.

Mr. Epps asked if the policy requires human intervention will the process get to a point where artificial intelligence (AI) could be use to catch human errors. Dr. Rooney replied from an office perspective, if the College can get to a place where the College is automating notifications from the Banner system when a student graduates then absolutely. Dr. Rooney stated for this specific incident, it was a student graduating in the winter term which is really unusual for the College. Dr. Rooney stated that she would need to have a meeting with Mr. Vijay Sonty, Associate Vice President for Information Technology, to create the automated reports for fall and spring so it may just be a matter of adding for the winter part of the term. Dr. Rooney stated she will find out if there is an AI or technology component that would be helpful.

**Action:** Mr. Anthony Simonetta asked for a motion to recommend acceptance of the Grant Thornton report to the Board of Directors. Mr. Simonetta made the motion. Mr. Harold Epps seconded the motion. The motion passed unanimously.

### **3. Internal Audit Plan (Information Item):**

Mr. Bob Lucas provided an update on the 2022-2024 Internal Audit Plan. He provided a summary report of activities since the last Audit Committee meeting and a spreadsheet of the Internal Audit Plan by email in advance of the meeting. Mr. Lucas stated that, since the last Audit Committee meeting, one audit had been completed with the audit report finalized with management, and one audit was completed and the draft report was issued to management. He also noted that four audits were in progress with two to be completed shortly and the other two audits to be completed during the next calendar quarter.

Mr. Lucas provided some additional information regarding the audit which was finalized, Conferred Degrees. He provided the Committee members with information related to the results of the audit including three comments regarding administrative suggestions. He noted that the recommendations and action plans were included in the Internal Audit Follow Up Matrix provided for this meeting.

Mr. Lucas noted that the audit of Return to Title IV Funds was completed with the draft audit report issued to management. He informed the Committee members that there were no findings related to the individual student accounts.

Mr. Lucas then reviewed the Internal Audit Plan, which was also provided to the members by email in advance of the meeting. He noted the changes that had been made to the status of several audits on the plan since the last meeting.

Mr. Lucas then reviewed with the Committee the Internal Audit Follow Up Matrix on which the audit comments, recommendations, and management's action plans are tracked. The matrix had also been distributed to the Committee members by email in advance of the meeting. Mr. Lucas noted that the action plan for one item had been fully addressed by management and, as such, was highlighted in green. He also noted that the remaining items on the matrix were highlighted in yellow, denoting the action plans were in progress, or they were not highlighted indicating that the items were not yet past the original target dates of their action plans.

#### **4. Internal Audit Committee (Information Item):**

Mr. Lucas stated that the Internal Audit Committee (IAC) continues to meet once or twice a quarter to discuss the status of items on the Internal Audit Follow Up Matrix and audit in issued or draft audit reports.

#### **5. June 2023 Meeting Date (Information Item):**

Mr. Simonetta announced that next meeting of the Committee will be in June 2024 at which time Grant Thornton will discuss their proposed Audit Plan for the 2023-2024 Fiscal Year.

Mr. Simonetta asked whether there were any questions before adjourning the meeting. Hearing no other questions, Mr. Simonetta asked for a motion to adjourn the meeting. Mr. Simonetta moved and Mr. Epps seconded the motion. The motion passed unanimously.

### **EXECUTIVE SESSION**

During any audit committee meeting; Management, The Independent Auditors or the Internal Auditor may request an Executive Session to meet privately with the Audit Committee.

GSL/lmh  
Attachments

cc: Dr. Donald Generals, Jr.  
Mr. Jacob Eapen  
Ms. Victoria Zellers, Esq.  
Mr. Robert Lucas  
Mr. Derrick Sawyer  
Representing Grant Thornton: Ms. Angelica Roiz  
Representing Grant Thornton: Mr. Alex Ney

# **ATTACHMENT A**

**Minutes from October 16, 2023  
Audit Committee Meeting**



**MEETING OF AUDIT COMMITTEE (HYBRID)**  
**Community College of Philadelphia**  
**Monday, October 16, 2023 – 10:00 a.m.**

**Present for the Audit Committee:** *Via Zoom* - Mr. Anthony Simonetta, Mr. Harold Epps, Mr. Rob Dubow, and Ms. Ajeenah Amir

**Present for the Administration:** Donald Generals, Ed.D., Mr. Jacob Eapen, Victoria Zellers, Esq., Mr. Gim Lim, Mr. Robert Lucas, Mr. Barry Sulzberg, and Mr. Derrick Sawyer

**Representing Grant Thornton:** *Via Zoom* - Ms. Angelica Roiz and Ms. Gabriella D'Angelo

**Guest:** Dr. Judith Gay, Vice President Emerita (*via Zoom*)

**AGENDA – PUBLIC SESSION**

The Audit Committee meeting was held on-campus and also available *via Zoom* for those who could not attend in person.

**6. Approve Minutes of Audit Committee Meeting on June 21, 2023 (Action Item):**

**Action:** Mr. Tony Simonetta asked whether anybody has corrections or changes to the minutes. Hearing no changes, Mr. Simonetta asked for a motion to recommend acceptance of the June 21, 2023 Audit Committee meeting minutes (Attachment A). Mr. Harold Epps made the motion. Mr. Rob Dubow seconded the motion. The motion passed unanimously.

**7. 2023 Fiscal Year Audit Report (Action Item):**

Ms. Angelica Roiz presented the results of the 2023 audit (Attachment B). She informed the Committee that typically Grant Thornton would be issuing the Financial Statements (Attachment C) at the end of September but this year the College decided to take advantage of the City's extended deadline which is the end of October. Ms. Roiz stated that Grant Thornton has completed almost all the audit procedures. There are a few remaining closing items and some concluding procedures to go through before a final review by a concurring partner. Ms. Roiz stated that they don't expect any changes or adjustments that may change the draft significantly. Ms. Roiz stated that Grant Thornton plans on issuing the Financial Statements by the 3<sup>rd</sup> week of October. If any issues were to surface while finalizing the Financial Statements, they would report those to the Audit Committee.

Ms. Roiz then revisited Grant Thornton's audit timeline and scope for the audit. Grant Thornton met with Management in June to go over the audit plan to confirm expectations and discuss business risks. Ms. Roiz stated that they did not have to deviate significantly from the plan. Grant Thornton performed walkthroughs and planning throughout the summer and through the month of September.

Ms. Roiz stated that Grant Thornton will meet again with the Audit Committee in March 2024 to issue the Uniform Guidance audit of the College. Grant Thornton also issues a couple of Agreed Upon Procedures Reports in the December 2023 timeframe.

Ms. Roiz stated that a significant risk is management's override of controls. This is a presumed risk in all audits because of the potential for fraud. It is not specific to the College but Grant Thornton considers it as a significant risk. Ms. Roiz stated that Grant Thornton take all of the population of the journal entries that were posted during the year to understand the preparers, approvers and make sure segregation of duties is appropriate as well as to make sure they have a complete set of journal entries that were posted by the College for purposes of the audit. Ms. Roiz stated that Grant Thornton runs various queries on the entries in order to pick samples for detail testing to make sure they are supported by adequate information and properly reviewed and approved. A lot of this feeds into Grant Thornton's segregation of duties over financial reporting testing as well as IT. Ms. Roiz stated that Grant Thornton did not identify any fraud or any suspicion of fraud. In addition, Grant Thornton also interviewed staff in Payroll and other functional areas of the College to make sure there were no unusual items or entries.

Ms. Roiz stated that for investments, Grant Thornton reviewed the endowment and the Foundation investments that are reported on the College's financials as well as the College's investments. Ms. Roiz stated that all of them were confirmed without exception. Grant Thornton reviewed the fair value and disclosures of the investments and are comfortable with the valuation and disclosures. Tuition revenues and auxiliary revenues were subject to Grant Thornton's detailed testing. Ms. Roiz stated that Grant Thornton reviewed tuition and fees to make sure the amounts are reasonable. Grant Thornton selected a sample of students to make sure the data agreed back to their files and rosters, ensured that any deferred revenue is properly recorded, and the allowance for doubtful accounts is reasonable. Ms. Roiz stated that Grant Thornton is comfortable with the methodology that Management used for the allowance and there was no need for any significant changes year to year.

Ms. Roiz stated that Grant Thornton reviewed the appropriations revenue from the City of Philadelphia as well as the Commonwealth to confirm those amounts and also tested receivables, cash receipts and any outstanding items based on confirmations.

Ms. Roiz reported that the College discloses its Other Post-Employment Benefits (OPEB) liabilities in accordance with Governmental Accounting Standards Board No. 75. This work is actuarially determined. Grant Thornton have in-house actuaries who reviewed the work of Sageview, the College's external actuary, to ensure a comfort level with their assumptions and disclosures. Ms. Roiz stated that Grant Thornton also tested some of the participants' census data. No exceptions or adjustments were noted on that front.

On State and Federal Grants, Grant Thornton reviewed the amounts that were charged as expenses. These grants are mostly cost reimbursements grants. As the College incurs expenses, it records revenues. Ms. Roiz reported that Grant Thornton also reviewed the terms and conditions of the grants to ensure the College is in compliance with any restrictions. Ms. Roiz reported that in 2023 the College spent the remaining portion of the HEERF 3 grant. The College also received an additional supplemental award under the Higher Education Emergency Relief Fund (HEERF). Grant Thornton included this award as part of this year's audit and will perform compliance testing on activity for the Uniform Guidance audit.

Ms. Roiz stated that accounting estimates are also subject to the audit procedures. The valuation amounts, the allowance, and the post-retirement benefit obligations, which are likely the biggest and most significant estimates. Grant Thornton's procedures are designed in part to make sure that the estimates are reasonable and that Management's estimates are not biased and that Grant Thornton is comfortable with these inputs of those amounts with again no exceptions or issues noted. Ms. Roiz stated that the Financial Statements are deemed to be complete and accurate. This year the College implemented GASB No. 96 Subscription-Based Information Technology Arrangement (SBITA). As a result, a single year presentation was adopted which Grant Thornton is comfortable with. Ms. Roiz stated that Management engaged Cherry Bekeart, LLC to help the College inventory these agreements and make sure they are appropriately recorded on the Financial Statements. As a result of the adoption, there is a new asset as well as a liability on the balance sheet for right of use assets and the subscription liability over these terms.

Ms. Roiz reported on the topic of technology, and that Grant Thornton reviewed Banner as the in-scope system for the College. Within Banner, Grant Thornton reviewed the Financial Aid module to confirm who can package and disburse aid making sure there is an appropriate segregation of duties within that system. Ms. Roiz stated that Grant Thornton also looked at Banner module from the general ledger perspective. Grant Thornton reviewed Administrator access, password parameters, as well as best IT practices. Grant Thornton did have a couple of recommendations applicable to best practices and shared certain things with Mr. Eapen and his team including the CIO of the College. Ms. Roiz reported there are no significant deficiencies or material weaknesses that may give rise to a finding should be communicated or be made aware of to the Audit Committee.

Mr. Dubow asked what were the recommendations. Ms. Roiz stated that the recommendations are largely around best practices for password parameters and doing look backs to confirm if there were any changes in the system that the College is reviewing on a periodic basis. The changes should be monitored to ensure there is an audit trail. Additionally, best practices applicable to termination of users should be addressed to ensure that when individuals leave the College their access is terminated timely. Grant Thornton was able to confirm that those individuals did not do anything in the system post-termination date. Mr. Eapen stated that the College has put in place a multi-factor authentication so there is additional security control in place at the College. Ms. Roiz stated that the College has made great strides in recent years on the IT front around best practices and has bolster itself against the threats of cyber security. Grant Thornton is not testing cyber security for penetration or third-party intrusion but is making sure that the College has a security framework like using multi-factor authentication and having cyber security insurance.

Ms. Roiz noted that Management engaged consultants this year to assist with the implementation of GASB No. 96 as well as with assembling the Financial Statements. Ms. Roiz stated that Grant Thornton did have one uncorrected misstatement this year, which was deemed to be immaterial. Management was aware of it and agreed it was immaterial. It related to the presentation of appropriations and had no impact on the net position for the College.

**Action:** Mr. Simonetta asked whether anybody had any concerns or questions. Hearing no concerns or questions, Mr. Simonetta asked for a motion to recommend acceptance of the June 30, 2023 Financial Statements ([Attachment C](#)). Mr. Dubow made the motion. Ms. Ajeenah Amir seconded the motion. The motion passed unanimously.

## **8. Internal Audit Plan (Information Item):**

Mr. Bob Lucas provided an update on the 2022-2024 Internal Audit Plan. He provided a summary report of activities since the last Audit Committee meeting and a spreadsheet of the Internal Audit Plan by email in advance of the meeting. Mr. Lucas stated that, since the last Audit Committee meeting, one audit had been finalized, and five audits were in various stages of progress.

Mr. Lucas provided some additional information regarding the audits currently in progress. He noted that the audit of Return to Title IV Funds was based on a request from the former Board Chair Jeremiah White who asked last year if Internal Audit could perform one or two audits of student financial aid per year. This audit was selected since it was an area of concern in the 2019 DOE review. Mr. Lucas also noted that an audit of conferred degrees was in progress which was based on a request from Mr. Epps several meetings ago to gain assurance that such information is communicated in a consistent manner and based on effective procedures and controls.

Mr. Lucas then reviewed with the Committee the Internal Audit Plan which was also provided to the members by email in advance of the meeting. He noted the changes made to the status of several audits in the plan since the last meeting.

Mr. Lucas then reviewed with the Committee the Internal Audit Follow Up Matrix on where the audit comments, recommendations, and management's action plans are tracked. The matrix distributed to the Committee members by email in advance of the meeting. Mr. Lucas noted that the action plans for several items had been fully addressed by management and, as such, were highlighted in green. He also noted that the remaining items on the matrix were highlighted in yellow, denoting that action plans were in progress, or not highlighted indicating that the items were not yet past the original target dates of their action plans. Mr. Lucas also noted that there were currently no items on the matrix highlighted in red which would indicate they were more than a year past their target date.

Mr. Dubow asked about the dates on the Internal Audit Plan indicating the anticipated fiscal year and quarter the audits were planned to begin. Ms. Zellers responded that the audits are sometimes deferred, or performed out of order based on staffing concerns in departments or known projects or workloads which would not allow staff to properly support the performance of the audit. Mr. Lucas stated he would update the plan to reflect audits not started in 2023 but expected to being in 2024.

Ms. Amir asked about risk ratings of audits on the Internal Audit Plan, and specifically the High ratings for the financial aid audits. Mr. Lucas stated that the ratings are the preliminary ratings based on certain factors and risks. These audits are all deemed to have high risk as non-compliance and targeted areas like adherence to government regulations would be problematic for the College. Mr. Lucas stated that the risks for these audit subjects may be determined to be lower based on audit work that would reveal satisfactory procedures and controls in place to help support compliance with the associated regulations.

Mr. Dubow also asked Mr. Lucas to explain the subject of Return to Title IV Funds. Mr. Lucas provided the Committee with a brief overview of the subject and the circumstances under which changes in a student's attendance would cause the College to be required to return federal financial aid funds to the DOE.

Mr. Epps inquired about the Iraq/Afghanistan Service an in the Line of Duty Grants. Mr. Lucas explained that these federal grants were for the children of service members who died as a result of military service in those two countries after September 11, 2001.

#### **9. Internal Audit Committee Update (Information Item):**

Mr. Lucas stated that the Internal Audit Committee (IAC) continues to meet to discuss the status of items on the Internal Audit Follow Up Matrix and audits reports for which there may be questions or concerns about recommendations or action plans in issued or draft audit reports. He stated that the committee members had met monthly since the last Audit Committee meeting.

#### **10. March 2024 Meeting Date (Information Item):**

The next meeting will be to discuss the results of the College's Uniform Guidance Audit. Typically, this meeting is scheduled for the month of March, since the deadline to submit the results to the Department of Education is March 31<sup>st</sup> of each year.

Mr. Simonetta asked if everyone was in favor of adjourning the meeting and Dr. Donald Generals stated that there was one other item that the College would like to discuss with the Audit Committee. Ms. Victoria Zellers, Esq. stated that many Colleges are getting hit with the Borrower Defense Repayment Claims for students. The regulations were changed and this is a claim that can be brought if there was an alleged misrepresentation or something the College made when the student took a loan during the Financial Aid process. Ms. Zellers, Esq. stated that there were changes in the regulations that basically allow the claims to get forwarded to the College without the DOE (Department of Education) having to do any kind of internal screening or review before they get sent out to the colleges. All colleges and Universities across the country are getting hit with the claims. Ms. Zellers, Esq. stated that in late September the College received 50 claims, which is not that uncommon for a large Community College with a population that has financial constraints.

The College's Executive Director of Compliance, Dr. Raye Thompson, is handling these claims and they have been reported to United Educators. Ms. Zeller's office or Jim Keller of Saul Ewing LLP will look at the final claims before they are submitted. However, since the DOE is not doing an initial internal screening to see if the claims have merit, there are circumstances like payment plan becoming a loan instead of it actually becoming a debt. Ms. Zellers, Esq. stated that students didn't have to pay their loans during COVID and then the loans were coming due and it was advertised that if you don't want to pay your loans you can file a claim for Borrowers Defense for Repayment. Ms. Zellers, Esq. stated to Ms. Roiz that she will include this in the audit letter she will be providing to Grant Thornton so they have a record that these claims exist. Ms. Roiz expressed her thanks for the heads up and trust this issue will not have an impact on this audit or these Financials from an accrual or a disclosure perspective. However, Grant Thornton will look at it going forward.

Mr. Simonetta asked if everyone was in favor of adjourning the meeting, Mr. Epps made the motion and Mr. Dubow seconded the motion.

## **EXECUTIVE SESSION**

During any audit committee meeting; Management, The Independent Auditors or the Internal Auditor may request an Executive Session to meet privately with the Audit Committee.

GSL/lmh  
Attachments

cc: Dr. Donald Generals, Jr.  
Mr. Jacob Eapen  
Ms. Victoria Zellers, Esq.  
Mr. Robert Lucas  
Mr. Derrick Sawyer  
Mr. Barry Sulzberg  
Representing Grant Thornton: Ms. Angelica Roiz  
Representing Grant Thornton: Mr. Alex Ney

# **ATTACHMENT B**

## **Grant Thornton's 2023 Annual Uniform Guidance Results Presentation**



PRESENTATION TO THOSE CHARGED WITH GOVERNANCE

# 2023 Annual Uniform Guidance Results Presentation

Community College of Philadelphia

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**March 20, 2024**

This communication is intended solely for the information and use of management and those charged with governance of Community College of Philadelphia and is not intended to be and should not be used by anyone other than these specified parties.

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# Areas of focus for Single Audit

The following provides an overview of the major programs tested this year; it has been determined based on the final schedule of expenditures of federal awards prepared by management.

Major programs	2023	2022	2021
Student Financial Assistance Cluster	X	X	X
Education Stabilization Fund (ALN 84.425)	X	X	X
Career and Technical Education – Basic Grants to States (84.048A)	X		

# Areas of focus for Single Audit (continued)

The following provides an overview of the areas of significant audit focus based on our risk assessments.

Area of focus	Results
Compliance with Uniform Guidance	<p data-bbox="457 542 1766 574">Perform compliance and controls procedures in accordance with the Uniform Guidance Requirements, including:</p> <ul data-bbox="457 591 2007 976" style="list-style-type: none"><li data-bbox="457 591 1325 623">• Planning, identification of major federal programs and risk assessment.</li><li data-bbox="457 639 2007 704">• Review the respective federal compliance supplements and, as applicable, the specific grant/award agreements and assess and document the applicable compliance requirements.</li><li data-bbox="457 721 1814 753">• Document/update internal controls over compliance for each of the respective major federal programs or clusters.</li><li data-bbox="457 769 2007 899">• Test compliance and internal controls over compliance for each direct and material compliance requirement over each major federal program.<ul data-bbox="562 834 2007 899" style="list-style-type: none"><li data-bbox="562 834 2007 899">• There are 12 compliance requirements for each major program. Of these, typically 6-8 have been direct and material to each major program or cluster.</li></ul></li><li data-bbox="457 915 2007 976">• Test the reconciliation of the schedule of expenditures of federal awards to the respective amounts included within the financial statements.</li></ul>

# Areas of focus for Single Audit (continued)

The following provides an overview of the areas of significant audit focus based on our risk assessments.

Area of focus	Results
Compliance with Uniform Guidance (continued)	<ul style="list-style-type: none"><li data-bbox="520 597 1999 646">• Communicate compliance/control findings, if any, to management and TCWG (Finding <b>2023-001</b>).</li><li data-bbox="520 646 1999 727">• Address resolution of communicated compliance/control findings and understand management's response to be included in the corrective action plan.</li><li data-bbox="520 727 1999 808">• Assess completeness of disclosures related to the federal schedule of expenditures, including the impact of any federal funding associated with COVID-19 pandemic relief received during the year (HEERF).</li><li data-bbox="520 808 1999 857">• Render respective independent auditor opinions.</li><li data-bbox="520 857 1999 886">• Prepare the appropriate sections of the federal Data Collection Form submitted to the Federal Audit Clearinghouse.</li></ul>

# Technology support as part of the audit process



An important component of our audit approach is to understand how IT is used and deployed in supporting business operations and producing financial reports. Our technology specialists place particular emphasis on the risks relating to the use of technology and its associated controls, processes and practices. Our general controls review evaluates the design of controls that mitigate risk in areas such as organization and operations, protection of physical assets, application systems development and maintenance, access controls and computer operations.

In scope system: Banner general ledger and student financial aid

# Commitment to promote ethical and professional excellence

We are committed to promoting ethical and professional excellence. To advance this commitment, we have put in place a phone and internet-based hotline system.

The Ethics Hotline (1.866.739.4134) provides individuals a means to call and report ethical concerns.

The EthicsPoint URL link can be accessed from our external website or through this link:

[https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=15191](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=15191)

Disclaimer: EthicsPoint is not intended to act as a substitute for a company's "whistleblower" obligations.



# **ATTACHMENT D**

## **2022-2024 Internal Audit Plan Status**

# COMMUNITY COLLEGE OF PHILADELPHIA

Date: March 12, 2024  
To: Audit Committee Members  
From: Robert Lucas, Internal Auditor  
Subject: Internal Audit – Plan Status and Other Information  
Copies: Donald Generals, Jacob Eapen, Victoria Zellers

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Since the last Audit Committee meeting, the following audit work has been performed:

- Audit reports finalized:
  - Conferred Degrees
- Audit report drafts issued to management:
  - Return of Title IV Funds
- Audits in progress:
  - Veterans' Benefits
  - Part-Time Faculty Medical Benefits
  - Other Accounts Receivable
  - 403(b) Transactions
- Updated the Internal Audit Follow Up Matrix based on responses, updates, and target dates from senior management.
- Internal Audit Committee meetings are scheduled quarterly and continue to occur chaired by the Internal Auditor.

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Community College of Philadelphia  
Internal Audit Plan - July 1, 2022 to June 30, 2024

Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage	Planned Quarter
<b>Financial Audits</b>					
403(b) Transactions *	L	Determine adequacy of controls and procedures over payments to retirement savings vendors	2024	2	4
Other Accounts Receivable	L	Determine adequacy of procedures and controls over A/R other than tuition	2024	2	4
Computer Loans	L	Determine adequacy of procedures and controls related to employee loans for computer purchases	2023	7	3
Lion Card	L	Determine adequacy over controls and procedures related to prepaid card program	2024	**	1
<b>Operational Audits</b>					
403(b) Administration *	L	Determine adequacy of controls and procedures related to employee requests related to retirement savings	2024	**	4
Part-Time Faculty Benefits	M	Determine controls and accuracy of medical coverage paid by eligible faculty members	2024	4	3
Vendor Management	L	Determine the controls, procedures and risk management in place to ensure vendors are meeting their stated levels of goods, services, timing and pricing	2023	**	2
Paid Time Off Recordkeeping	L	Determine adequacy of procedures and controls over PTO recordkeeping	2024	**	3
<b>Compliance</b>					
Veterans' Educational Benefits	M	Determine compliance procedures related to Veterans' Education Benefits Laws	2022	4	4
Catto Scholarship	M	Determine compliance with policies, procedures and scholarship documents	2023	**	4
State Recruiting Regulations	M	Determine compliance with associated regulations / restrictions	2023	**	2
Family Medical Leave Act	L	Determine compliance with policies, procedures and regulations	2023	**	4
Federal Student Loans / Return of Title IV Funds	H	Determine compliance with federal regulations and College policies, procedures and controls for such loans	2023	5	3



Conferred Degrees	L	Determine related processes to ensure consistency in volumes of degrees across internal and external parties	2024	7	4
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Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage	Planned Quarter
Pell Grants	H	Determine compliance with federal regulations and College policies, procedures and controls for such grants	2024	**	3
Exit Counseling	H	Determine compliance with federal regulations and College policies, procedures and controls for this required financial aid process	2024		4
Federal Work Study	H	Determine compliance with federal regulations and College policies, procedures and controls for such payments	2024	**	4
Iraq, Afghanistan Service / In the Line of Duty Grants	H	Determine compliance with federal regulations and College policies, procedures and controls for such grants	2023	**	4
<b>ITS</b>					
<b>Alternate Audits</b>					
<b>Administrative</b>					
Follow Up on Prior Issues			Ongoing		Ongoing
Committee Meetings (Grants, Data Breach, EMT, external audits/reviews)			Ongoing		Ongoing

Stage:

Audit deferred at the request of management	**
Risk Assessment / Planning	1
Announcement / Contact	2
Opening Meeting Held	3
Fieldwork	4
Draft Report Issued	5
Closing Meeting Held	6
Final Report Issued	7

Risk Ratings are Low (L), Medium (M), or High (H) based on a compilation of individually-rated risk factors including: financial statement impact; transaction volume; public relations/reputation; student satisfaction; legal/regulatory compliance; corporative initiatives; significant changes; known problems/issues; staff/faculty satisfaction; and executive override.

# Community College of Philadelphia

## Internal Audit Follow Up Matrix

Report Date	Area/ Responsible Party	Recommendation	Target Date	Update Date	Management Response / Follow up
77	5/24/2018 Disaster Recovery and Response Plan  Vijay Sonty  Victoria Zellers is coordinating updates with Cabinet members	Cyber Breach Committee should meet quarterly to determine the status of data which may not be sufficiently secured. The CIO should be empowered to direct actions to be taken to secure this data. Senior management should be informed of risk areas not secured in a timely manner.	9/30/18  5/31/21  8/31/21		<p>Data Breach Committee will begin meeting again prior to the end of the spring 2018 term. (Meeting was held on May 2.) The committee charge will be reviewed and refined during the first meeting. A meeting schedule will be presented to setup quarterly meetings. A survey for College units, similar to the 2016 survey, will be performed to determine the state of our PII data and the locations of such data.</p> <p>Will address this in the new Technology Plan which has been drafted. Waiting to review will all College-wide committees to seek approval. Will be completed by end-of-May 2021.</p> <p>The Cyber Breach Committee had its first meeting on October 27, 2021 under the leadership of the new CIO. The agenda included: review of CCP data security tools &amp; applications.</p> <p>Committee advise will be sought and it will be results-oriented committee. Input and recommendations from all (27) members will be taken into consideration.</p> <p>We have a very robust set of tools and applications in place. We have the PII Survey Data from all departments and the above-mentioned tools address the required security.</p> <p>PII Information Sheet, Filled Sample Survey Form, and a blank Survey Form was sent to 60 individuals/department heads asking for the required PII information to updated and returned to ITS by 5/20/22.</p> <p>Reviews and updates of the SaaS matrix are currently being performed by Cabinet members for their respective divisions.</p>
87	6/19/2018 Emergency Operations Plan  Jacob Eapen	Internal Audit understands that the Director of Public Safety is initiating a process for the EOP to be reviewed, and updated as necessary, in the near future. Please confirm this understanding and provide the date of expected completion. Future reviews should be scheduled at least annually.	9/30/2019  8/31/21		<p>The EOP is reviewed by the members of the Emergency Management Team throughout the year and, on an annual basis, the EMT chair reviews the agenda, recommendations, notes and commentary throughout the year and does a comprehensive review of the plan. The updated plan and its revisions are place in the Public Safety Website for public consumption. The target date for completion of the current revision of the EOP is September 30, 2019.</p> <p>The Director of Public Safety has assigned a working group form in the summer months to review and update the EOP. The data from the year, recommendations and revisions will be documented at that time. If there are no changes then the working group will advance the current report with an updated date reviewed signature on the document's signature page.</p> <p>The EOP was revised on January 15, 2024.</p>

# Community College of Philadelphia

## Internal Audit Follow Up Matrix

Report Date	Area/ Responsible Party	Recommendation	Target Date	Update Date	Management Response / Follow up
93A	9/7/2018 Non-ITS Administered Programs Vijay Sonty Victoria Zellers is coordinating updates with Cabinet members	Internal Audit recommends that the Cyber Breach Group establish goals and timetables to address education of department owners related to PII, as well as the security of PII within the College's physical areas and systems.	TBD 5/31/21 8/31/21		<p>A search for a new AVP of Information &amp; Technology is in progress. As facilitator of the Cyber Breach Group, that person will be responsible for following up on any information still needed from the users departments of the SaaS programs based on the most recent survey. The new AVP will schedule another meeting of the Cyber Breach Group within 90 of his/her start date to review progress and next steps for this action.</p> <p>Cyber Breach Committee will be established and timetable and goals will be addressed in the next 90 days.</p> <p>Previously PII Survey was completed and will be revisited in our next Data Breach and Cyber Security Group meeting.</p> <p>See Item 77 response.</p> <p>Cyber Breach Committee has been established and to date (2) meetings have been facilitated. At the last meeting the importance of PII was discussed and an updated matrix of SaaS applications along with PII data and departmental ownership was reviewed. The data is 95% complete and is being shared with departments for validation and updates.</p> <p>Please see Item 77 response.</p> <p>Reviews and updates of the SaaS matrix are currently being performed by Cabinet members for their respective divisions.</p>
96	9/7/2018 Non-ITS Administered Programs Vijay Sonty Victoria Zellers is coordinating updates with Cabinet members	Internal Audit recommends that ITS review the programs listed in the PII survey and determine if there are time sensitive programs for which downtime for any reason could interfere with the functionality required by staff to perform their duties and provide services to both staff, faculty and students. Since ITS is well versed in continuity planning for the programs they manage, it would be prudent for ITS to assist departments with time sensitive programs in developing procedures related to such downtime.	TBD 5/31/21 8/31/21		<p>The new AVP, when hired, will solicit management's input for each of the programs to determine if any are considered critical to the mission and work of the College, both academic and as a business, such that downtime will quickly be problematic. For any such programs, ITS will offer to consult with management to help ensure that the department and/or vendor is sufficiently prepared to address interrupted access promptly. The target date to solicit this information from management is 120 days after the start date of the new AVP.</p> <p>See response to item 93A. ITS has taken the lead and updated the PII Data and SaaS Applications Matrix. ITS is working with departments in providing whatever support is needed.</p> <p>Please see Item 77 response.</p> <p>Reviews and updates of the SaaS matrix are currently being performed by Cabinet members for their respective divisions.</p>
143	5/11/2022 Social Media Accounts Shannon Rooney	Internal Audit recommends that Policies #306 and #307 be reviewed and updated as appropriate or incorporated into another policy. Internal Audit also recommends management consider incorporating language into a policy which denotes that the same guidance and governance over the College's interactive systems applies to management and staff who are responsible for (1) the College's own social media accounts; and (2) all College affiliated social media accounts such as those for departments, groups and	05/31/23		<p>Vice President of Enrollment Management and Strategic Communications will be working to revise language in policies #306 and #307 to include all relevant accounts within the next year.</p>

# Community College of Philadelphia

## Internal Audit Follow Up Matrix

Report Date	Area/ Responsible Party	Recommendation	Target Date	Update Date	Management Response / Follow up
144	5/11/2022 Social Media Accounts Shannon Rooney	There are a small number of staff within Strategic Communications who have user access to the College's social media accounts. Internal Audit recommends documented procedures be developed for users of the current accounts to help ensure consistency among users and to reinforce security steps.	05/31/23	12/31/23 6/30/24	VP of Enrollment Management and Strategic Initiatives will work with the Director of Communications to create this document within the next year. Management is currently working on development of procedures for social media accounts.
145	5/11/2022 Social Media Accounts Shannon Rooney	Internal Audit suggests it may be prudent to establish certain protocols for review and approval processes of social media posts. Examples include posts which reference legal situations, the Federation, or employment situations in which it would be prudent for General Counsel to approve; or posts regarding ongoing emergency situations which should be approved by the Director of Public Safety.	05/31/23	12/31/23 6/30/24	VP of Enrollment Management and Strategic Communications and the Director of Communications will incorporate review policies into the above-referenced document over the next year. Management is currently working on development of protocols for social media posts.
148	5/11/2022 Social Media Accounts Shannon Rooney	Internal Audit recommends that a master list of such social media accounts be compiled to help ensure the groups and their designated users are aware of related College policies. It may be prudent to share procedures developed by Strategic Communications to help ensure prudent processes and security protocols are in place for these accounts. Training needs may also be identified for these users to help them ensure appropriate use of the accounts.	05/31/23	12/31/23 6/30/24	VP of Enrollment Management and Strategic Communications and Director of Communications will compile the list and establish a social media workgroup to conduct regular trainings and check-ins within the next year. Management is currently working to compile a master list of related social media accounts.
149	5/31/2022 CAN-SPAM Act Shannon Rooney	Internal Audit recommends a formal protocol be developed which clarifies that departments and groups that send such solicitations must be in compliance with the law, offering opt outs when appropriate, processing such elections on a timely basis, and doing so in a manner consistent across the College.	12/31/22	06/30/23 8/31/24	Strategic Communications will develop a protocol in which will document the procedures our group uses to help ensure compliance with the CAN-SPAM Act. Our protocol will reference the database we use and the process we use to ensure opt-out instructions are included as required by the Act. We plan to have the protocol completed by December 31, 2022. Draft protocol has been developed and should be finalized by June 30, 2023.
150	5/31/2022 CAN-SPAM Act Shannon Rooney	Internal Audit recommends the Strategic Communications group work with other survey respondents to determine if any of their emails may be subject to the ACT, and if so, have procedures or processes which followed to help ensure compliance with the Act. Procedures should be developed and shared across these group to ensure consistency as well as compliance with the Act. Procedures should address opt-out/unsubscribe methods as well as database updates for those who request to be removed from future communications.	12/31/22	06/30/23 8/31/24	As stated above, we plan to develop a CAN-SPAM Act protocol for our group by December 31, 2022. We will provide this protocol by the same date to the Cabinet which they may be able to use or modify for email communications in their respective divisions that may be covered by the Act. Draft protocol has been developed for Strategic Communications and will be used as a guide for other areas with expected finalization of the protocol by June 30, 2023.
151	5/31/2022 CAN-SPAM Act Shannon Rooney	There are approximately six other databases in use by other departments and group which should have similar controls. Internal Audit recommends that similar procedures be used by all groups that send emails to help ensure compliance with the Act regarding review and approval of emails, opt-out/unsubscribe links when appropriate, and database updates as needed to reflect recipients' opt-out elections.	12/31/22	6/30/2024	Strategic Communications is conferring with colleagues in the ITS Department to determine how to compile a single and comprehensive database of record. That project is ongoing and is expected to take approximately a year. In the meanwhile, Strategic Communications will work with the Cabinet to prepare a protocol on email communications that includes opt-out requirements. Management is discussing the implementation of a single database / product with other divisions which may help manage this process.
156	5/31/2022 50th Anniversary Scholars Program Shannon Rooney	Internal Audit recommends that the program procedures be reviewed and updated as needed, and approved by appropriate management within the Enrollment Management.	12/31/22	12/31/2023 6/30/24	Management will update the procedures related to administering the 50th Anniversary Scholars Program and document them by December 31, 2022. The procedures will reflect the College's position on the residency requirement for this program to match that of the College's residency requirement.

## Community College of Philadelphia Internal Audit Follow Up Matrix

	<b>Report Date</b>	<b>Area/ Responsible Party</b>	<b>Recommendation</b>	<b>Target Date</b>	<b>Update Date</b>	<b>Management Response / Follow up</b>
159	1/17/2024	Conferred Degrees Shannon Rooney	It would be prudent to have documented procedures for these processes to generate and post data to the College Factbook and the website dashboards.	12/31/2024		The Office of Institutional Effectiveness will develop a procedures guide for reporting and posting data other than IPEDS by December 2024.
160	1/17/2024	Conferred Degrees Shannon Rooney	It would be prudent to ensure the College Factbook and website dashboards include sufficient footnotes or other details avoid any confusion by readers if any of the numerical data differs.	06/30/24		The Office of Institutional Effectiveness will add appropriate descriptions and/or footnotesto future iterations of the College Factbook and the websites updates including the dashboards. Updates are expected to be performed by June 30, 2024.
161	1/17/2024	Conferred Degrees Shannon Rooney	Internal Audit recommends a new policy that any student data reports and materials must be verified by the Office of Institutional Effectiveness.	06/30/24		Division management will develop a policy for review by the Cabinet. Finalization and approval is expected by June 30, 2024.

Action plans are complete and will be moved to the Completed Items file

Actions plans are in progress

Action plans are over 1 year past the original target date; limited progress has been made; and/or no update was received

Financial Statements and Report of  
Independent Certified Public  
Accountants in Accordance with  
OMB Uniform Guidance

**Community College of Philadelphia**  
**(A Component Unit of the City of Philadelphia)**

June 30, 2023

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

Board of Trustees  
Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

**Report on the financial statements****Opinions**

We have audited the financial statements of the business-type activities and the aggregate discretely presented component units of the Community College of Philadelphia (the College), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the College as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for opinions**

We conducted our audit of the financial statements in accordance with auditing standards generally accepted in the United States of America (US GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the College and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of management for the financial statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with US GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with US GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Required supplementary information**

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis included on pages 8 through 15 and the required supplementary information on pages 55 through 57 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with US GAAS. These limited procedures consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We

do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other supplementary information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the College's basic financial statements. The other supplementary information, comprised of the reformatted schedule of net position, reformatted schedule of activities, and schedule of changes in capital asset balances on pages 59 through 61 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures. These additional procedures included comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with US GAAS. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other information**

The other information comprises the statistical section and demographic statistics on pages 63 through 71, is presented for purposes of additional analysis and is not a required part of the basic financial statements. We have applied certain limited procedures to the other information in accordance with US GAAS. These limited procedures consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**Other reporting required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2023 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

*Grant Thornton LLP*

Philadelphia, Pennsylvania  
October 24, 2023

**Community College of Philadelphia**  
**(A Component Unit of the City of Philadelphia)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**June 30, 2023**

**INTRODUCTION**

This Management's Discussion and Analysis (MD&A) is based upon facts, decisions, and conditions known as of the date of the audit report. The MD&A should be read in conjunction with the financial statements and accompanying notes that follow this section.

Community College of Philadelphia (the College) has prepared its financial statements in accordance with Governmental Accounting Standards Board (GASB) principles, which establish standards for external financial reporting for public colleges and universities and require the financial statements presented to focus on the College as a whole.

The financial results of Community College of Philadelphia Foundation (the Foundation) and CCP Development, LLC are reported as discrete component units. The Foundation was incorporated exclusively to secure philanthropic funding to benefit academic and student success. CCP Development, LLC was organized as a qualified active low-income community business (QALICB) to secure new market tax credit funding for the construction of the College's Career and Advanced Technology Center at 4750 Market Street, Philadelphia, Pennsylvania.

***Financial and Institutional Highlights***

- The College continued its commitment to keep higher education affordable for all Philadelphia residents by freezing tuition for the fifth consecutive year while also increasing students support services.
- The College expanded and enhanced the new office of enrollment navigators. The office provides 1:1 support ensuring students complete each step of the enrollment and registration process seamlessly.
- The College distributed more than \$200,000 in emergency funds directly to students experiencing crises who would have otherwise withdrawn from the College.
- The College launched a successful pilot program to provide students who have earned more than 30 credits additional time to satisfy outstanding account balances without fear of being dropped for nonpayment. In the first year of the initiative, more than 500 students were able to continue taking classes, contributing to retention growth.
- Following last year's launch of the student equity initiative, the Faculty Center for Teaching and Learning implemented a project to focus on supporting students with invisible disabilities. The project provided faculty with resources that could inform, educate and support them in meeting the needs of students with invisible disabilities.
- The Catto Scholarship was offered for the third year with 1,255 students receiving free tuition, books, and monthly stipends. The Catto Scholarship is a bold new anti-poverty initiative sponsored by the City of Philadelphia. The Scholarship provides comprehensive wrap around services including individualized success coaching, last-dollar tuition funding, and financial support to cover the cost of student basic needs such as food, transportation, and books. In 2023, the College recorded expenses of more than \$5.4 million to support the Catto Scholarship program.
- The College continued supporting high school students to enroll in college level courses via contracts with the School District of Philadelphia. High school students enrolled in Gateway to College or Parkway Center City Middle College High School will graduate with a high school diploma and College credits up to an Associate's degree.

**Community College of Philadelphia**  
**(A Component Unit of the City of Philadelphia)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED**

**June 30, 2023**

- The 75,000 square feet Career and Advanced Technology Center (CATC) opened in August 2022 and now brings state of the art career training and community engagement to a low-income neighborhood. CATC currently offers workforce development programs in the areas of Advanced Manufacturing, Healthcare and Automotive Technology. Under the advanced manufacturing suite of programs are Welding, Computer Numeric Control (CNC) and Electro-mechanical technology. In the healthcare suite of programs are Sterile Processing Technician, Pharmacy Technician, Dental Assistant and Nurse Aide programs. Several technology and engineering focused programs were launched in May 2023. The Electro-Mechanical Technology program will provide participants with Festo Level 1 Fundamentals NC3 certifications for all 6 modules. This will prepare students for careers in industrial maintenance and opportunities to become electro-mechanical technicians. The Computer Support Specialist program will prepare students to earn a network and systems administration proficiency certificate or a cybersecurity proficiency certificate. CompTia A+ certification and CompTIA Network+ are additional certifications that students will be able to earn.
- The Jr. STEM Academy at CATC continued to offer summer programming in robotics; drone building, programming, and operation; app development; and advanced manufacturing to students from West Philadelphia middle schools and offer after school and summer programming in robotics; drone building, programming, and operation; app development; and advanced manufacturing. During the year, a full-time administrator was added to run the program.
- To better position the College as an effective resource for workforce development, the Workforce and Economic Innovation unit was integrated into Academics and Student Success under the leadership of the newly created Provost, and the Associate Provost for Academic Affairs and Workforce Development.
- A new 10-week non-credit Aseptic Technician training program was launched with students on waitlist. Aseptic Technicians assemble finished sterile products, ensure that laboratory clean rooms remain in a state of constant cleanliness, and perform other activities within production facilities to support manufacture of Cell and Gene Therapy products.
- While the overall student population remains smaller than at its pre-pandemic peak, each part of every term since fall 2022 has seen year-over-year growth in overall headcount as well as in credit hour generation. Enrollment trends appear to have stabilized and the College is hopeful it has moved to sustained growth. Total enrollment increased 1.0% from 16,596 students in 2021-2022 to 16,769 students in 2022-2023.
- In fiscal year 2024, the College will be launching a new website with anticipated enhancements in search engine optimization and easier student usability. The College will also launch a newly envisioned brand identity and increase marketing visibility. The College anticipates these efforts will result in greater rates of inquiries and applications.
- During the year ended June 30, 2023, the College refunded more than \$3.9 million directly to students under the American Rescue Plan (ARP) program. Another \$0.7 million of the College's Supplemental Support under American Rescue Plan (SSARP) institutional funds were applied to discharge unpaid student balances, relieving 521 students from their debt obligations.
- The College continued to provide loaner laptops to students in need of technology to participate in hybrid and distance education course. During the year ended June 30, 2023, the College was awarded a \$2.95 million federal grant to expand minority communities access to technology and broadband connectivity. This pilot project will further assist many of its students.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED**

**June 30, 2023**

- During the year ended June 30, 2023, the College implemented GASB 96, *Subscription-Based Information Technology Arrangements* (SBITAs), and the adoption has been reflected as of the beginning of the earliest period presented in the financial statements, resulting in a \$5.0 million increase in right-of-use SBITA (included within capital assets, net in the statement of net position) as well as a SBITA liability of \$4.1 million. The impact of the adoption of this standard did not have a material impact on the unrestricted net position at July 1, 2022, and therefore no restatement of opening net position balances is reflected within the College's financial statements.

**Overview of Financial Statements**

The College's financial statements focus on the College as a whole, rather than upon individual funds or activities. The GASB reporting model is designed to provide readers with a broad overview of the College's finances and is comprised of three basic statements:

- The *Statement of Net Position* presents information on the College's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets serve as one indicator of how the financial position of the College is changing.
- The *Statement of Revenues, Expenses and Changes in Net Position* presents information showing how the College's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.
- The *Statement of Cash Flows* is reported using the direct method. The direct method of cash flow reporting portrays net cash flows from operations, financing, and investing receipts and disbursements.

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes contain details on both the accounting policies and procedures that the College has adopted, as well as additional information about amounts reported in the financial statements.

**Net Position**

At June 30, 2023, the College's net position was \$18.7 million, with liabilities of \$268.1 million and assets of \$332.5 million. Net position increased by \$22.3 million in 2023 prior to recording the impact of the post-employment benefit liability. Unrestricted net position improved from a negative \$119.8 million to a negative \$82.0 million. Absent the cumulative impact of the post-employment benefit liability (GASB 75 and 68) reporting requirements, unrestricted net position would currently be at a level of positive \$60.9 million. The other factor contributing to the change in the unrestricted net position value was unfunded depreciation expense for 2023 in the amount of \$7.2 million.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED**

**June 30, 2023**

	Summary of Net Position	
	June 30,	
	2023	2022
	(in millions)	
Assets:		
Current assets	\$ 84.8	\$ 80.9
Noncurrent assets:		
Loan receivable	19.9	19.9
Bond proceeds available for campus construction	6.5	7.5
Other long-term investments	27.2	20.4
Long-term lease receivable	19.3	16.1
Investment in CCP Development, LLC	-	5.0
Capital assets, net	174.8	163.1
Total assets	332.5	312.9
Deferred outflows of resources	15.1	25.1
Liabilities:		
Current liabilities	47.9	31.4
Noncurrent liabilities	220.2	261.8
Total liabilities	268.1	293.2
Deferred inflows of resources	60.8	48.6
Net position:		
Net investment in capital assets	94.5	110.4
Restricted: expendable	6.2	5.8
Unrestricted	(82.0)	(119.8)
Total net position	\$ 18.7	\$ (3.6)

**Assets**

Current assets increased by \$3.9 million during 2023. Short-term investments, accounts receivable and other assets decreased due to timing differences offset by increase in receivable from government agencies.

Noncurrent assets increased by \$15.7 million. This is primarily attributable to the implementation of GASB 96 which resulted in the College recording a long-term lease receivable of \$19.8 million. Bond proceeds available for campus construction decreased as construction of the Library and Learning Commons and the Center for Advanced Technology progressed towards completion. The College's capital assets as of June 30, 2023 net of accumulated depreciation were \$174.8 million, an increase of \$11.7 million over the amount reported for 2022 of \$163.1 million. The increase in the net value of capital assets is related to the increase in the value of capital additions exceeding the accumulated depreciation as well as \$5.0 million of SBITA subscription assets recorded due to the implementation of GASB 96. Total current liabilities increased by \$16.5 million in 2023. Accounts payable and accrued liabilities increased by \$1.8 million primarily due to timing, current portion of long-term debt decreased by \$1.7 million and unearned revenue increased by \$15.4 million due to the College's receipt of \$15.0 million from the City for future capital projects.



**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED**

**June 30, 2023**

The College's outstanding long-term debt was \$61.5 million as of June 30, 2023, a decrease of \$8.0 million from June 2022. This decrease is due to the debt service payments made during the year. The pension liability amount for 2023 also includes \$5.5 million related to GASB 68, which requires the College to record its relative proportion of the net funded status of certain state cost sharing pension plans. The cumulative estimated value for the accrued other post-employment benefit liability in 2023 and 2022 was \$154.2 million and \$192.1 million, respectively. Absent this reporting requirement, the College's net assets as of June 30, 2023 would have been at a level of \$172.9 million.

**Statements of Revenues, Expenses and Changes in Net Position**

The change in net position for 2023 and 2022 was a positive \$22.3 million and \$24.8 million, respectively. The following table quantifies the changes:

	Revenues, Expenses and Changes in Net Position	
	Year ended June 30,	
	2023	2022
	(in millions)	
Operating revenues:		
Net tuition and fees	\$ 23.2	\$ 24.8
Auxiliary enterprises and other sources	0.9	0.1
Total	24.1	24.9
Operating expenses	141.1	188.5
Operating loss	(117.0)	(163.6)
Net non-operating revenues	124.8	176.9
Change in net position before other revenues	7.8	13.3
Capital appropriations	14.5	11.5
Total change in net position	\$ 22.3	\$ 24.8

**Operating Revenues**

The largest sources of operating revenue for the College are student tuition and fees and auxiliary enterprises revenues. In 2023, tuition charge was unchanged at \$159 per credit. The Technology Fee, General College Fee, and Course Fee also remained unchanged from prior year. The College charges course fees for selected high-cost courses. Course fees range from \$70 to \$345. Average total tuition and fee revenue per credit for 2023 was \$235.

Tuition and fee revenue totaled \$55.0 million in 2023 and \$53.1 million in 2022, an increase of 3.7%. Total enrolled credit headcount increased 1% for the same period.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED**

**June 30, 2023**

Scholarship allowance amounts for 2023 and 2022 totaled \$31.8 million and \$28.3 million, respectively. The scholarship allowance represents tuition and fee payments made using public and private grants and scholarships. The increase in scholarship allowance amounts between 2023 and 2022 is reflective of the 1.0% increase in overall credit enrollment and maximum Pell award increasing from \$6,495 in 2021-2022 to \$6,895 in 2022-2023.

**Non-operating Revenues**

Commonwealth appropriations in 2023, excluding capital appropriations, totaled \$33.6 million, an increase of \$1.3 million or 4.0% over the \$32.3 million received in 2022.

Total 2023 City funding was \$46.0 million. Of the funding appropriation, \$40.6 million was used for operating budget purposes in 2023 and \$5.4 million was used for CATTO Scholarships. In 2022, \$37.2 million of the total appropriation was used for operating purposes and \$3.3 million was used for CATTO Scholarships. Net investment income (loss) was \$3.8 million in 2023 and \$(3.9 million) in 2022.

As shown above, non-operating revenues decreased by 29.5% from \$176.9 million in 2021-2022 to \$124.8 million in 2022-2023 primarily due to the College's expenditures of its Higher Education Emergency Relief Funds. The reduction was partially offset by the College's current year expenditures of an additional \$7.1 million in grant funding received from the United States Department of Education (DOE) through the American Rescue Plan (ARP) Act of which \$4.0 million was spent on student aid and \$3.1 million was spent on laptops, PPE, software services and converting on campus courses to online format, as well as lost tuition, fee, and auxiliary revenues because of COVID-19.

**Capital Appropriations**

The Commonwealth provided capital funding for debt service and capital purchases in the amount of \$5.7 for both 2023 and 2022. The College used \$5.4 million of the total City of Philadelphia appropriation of \$46.0 million in 2023 for debt service. In 2022, City of Philadelphia appropriations used for debt service were \$5.9 million.

	Expenses by Function	
	Year ended June 30,	
	2023	2022
	(in millions)	
Instruction	\$ 49.9	\$ 54.7
Public service	0.1	0.1
Academic support	15.3	16.4
Student services	19.8	21.0
Institutional support	21.1	36.6
Physical plant operations	15.7	14.8
Depreciation and amortization	7.2	7.6
Student aid	11.5	37.0
Auxiliary enterprises	0.5	0.4
	<u>141.1</u>	<u>188.6</u>
Total operating expenses	\$ 141.1	\$ 188.6

Exclusive of student aid and depreciation expenses, the College's operating expenses totaled \$122.4 million in 2023 and \$144.0 million in 2022. On October 25, 2021, the College and the Faculty and Staff Federation agreed to extend the Collective Bargaining Agreements through August 31, 2024.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED**

**June 30, 2023**

In 2018, the College adopted GASB 75, *Accounting and Financial Reporting for Postemployment Benefits other than Pensions (OPEB)*. Under GASB 75, the College reports the Net OPEB Liability (NOL) on the statement of net position. Changes to the NOL are recognized either in the OPEB Expense and/or as deferred inflows/outflows. The value of the expense for 2023 and 2022 was a credit of \$19.2 million and \$6.3 million, respectively.

	Expenses by Natural Classification	
	Year ended June 30,	
	2023	2022
	(in millions)	
Salaries	\$ 77.0	\$ 75.9
Benefits	35.5	36.6
Contracted services	10.9	11.0
Supplies	2.0	2.9
Depreciation	7.2	7.6
Student aid	11.6	37.0
Other post-employment benefits	(19.2)	(6.3)
Other	16.1	23.9
	<hr/>	<hr/>
Total operating expenses	141.1	188.6
	<hr/>	<hr/>
Interest on capital asset-related debt service	2.9	3.3
	<hr/>	<hr/>
Total nonoperating expenses	2.9	3.3
	<hr/>	<hr/>
Total expenses	\$ 144.0	\$ 191.9
	<hr/> <hr/>	<hr/> <hr/>

**Schedule of Fund Balances**

The 2023 and 2022 amounts reported for unrestricted operating funds were reduced by the impact of accrued expense liability for post-employment benefits (GASB 75). The impact of GASB 75 reporting in 2023 was a negative \$148.7 million while the impact of GASB 68 reporting was a negative \$5.5 million. The negative unrestricted plant fund balance reflects the cumulative impact of unfunded depreciation expense of \$7.2 million.

	June 30,	
	2023	2022
	(in millions)	
Total unrestricted fund	\$ (93.4)	\$ (110.8)
	<hr/>	<hr/>
Total endowment	(93.4)	(110.8)
	<hr/>	<hr/>
Plant fund:		
Net investment in capital assets	94.5	110.4
Restricted expendable - capital projects	5.8	5.8
Unrestricted	11.8	(9.0)
	<hr/>	<hr/>
Total plant fund	112.1	107.2
	<hr/>	<hr/>
Total net position	\$ 18.7	\$ (3.6)
	<hr/> <hr/>	<hr/> <hr/>

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) - CONTINUED**

**June 30, 2023**

***Community College of Philadelphia Foundation***

The Foundation was established in 1985 for the exclusive purpose of raising friends and funds to support student scholarships, programs, and facility needs. Total assets for 2023 and 2022 were \$20.7 million and \$17.8 million, respectively. Total unrestricted net position for 2023 and 2022 for the Foundation was \$3.2 million and \$2.2 million, respectively. The remaining net position is restricted based upon donor intent.

***CCP Development, LLC***

CCP Development, LLC, is a Pennsylvania limited liability company established in 2020 for purposes of obtaining New Market Tax Credit (NMTC) financing for the construction of the Career and Advanced Technology Center at 4750 Market Street, Philadelphia, Pennsylvania. Total assets for 2023 and 2022 were \$33.2 million and \$33.7 million, respectively, and total net position for 2023 and 2022 was \$7.0 million and \$5.3 million, respectively.

***Future Impacts***

The Mayor's final City Budget Plan for 2023-2024 provided a one-time allocation of \$15 million for the College's multi-year capital budget. An additional \$807K was appropriated for the Octavius Catto Scholarship program, which includes \$150K dedicated for dual enrollment programs bringing the total appropriations dedicated to the scholarship program to \$11.7 million.

While the disruptions from COVID-19 have abated, there is still uncertainty around returning to normalcy. The College expects this matter to continue to negatively impact its financial position for 2024 but with less intensity.

***Requests for information***

Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Controller's Office, Community College of Philadelphia, 1700 Spring Garden Street, M1-7, Philadelphia, PA 19130.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**STATEMENT OF NET POSITION**

June 30, 2023

	<u>Business-Type Activities Community College of Philadelphia</u>	<u>Component Unit Community College of Philadelphia Foundation</u>	<u>Component Unit CCP Development, LLC</u>
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents (Note B)	\$ 57,089,197	\$ 3,449,807	\$ -
Short-term investments (Note B)	11,728,566	2,645,698	3,067,293
Current portion of lease receivable (Note E)	450,000	-	-
Current portion of debt proceeds available for CATC construction (Note B)	-	-	54,045
Accounts receivable, net (Note C)	5,319,788	4,594	-
Receivable from government agencies (Note I)	8,893,458	-	-
Other assets	1,314,876	-	-
Total current assets	<u>84,795,885</u>	<u>6,100,099</u>	<u>3,121,338</u>
<b>Non-current assets</b>			
Endowment investments (Note B)	-	14,633,301	-
Loan receivable (Note O)	19,880,421	-	-
Bond proceeds available for campus construction (Note B)	6,551,526	-	-
Other long-term investments (Note B)	27,194,161	-	-
Long-term lease receivable (Note E)	19,310,972	-	-
Capital assets, net (Note D)	174,788,012	-	30,084,066
Total non-current assets	<u>247,725,092</u>	<u>14,633,301</u>	<u>30,084,066</u>
Total assets	<u>\$ 332,520,977</u>	<u>\$ 20,733,400</u>	<u>\$ 33,205,404</u>
<b>Deferred outflows of resources</b>			
Deferred outflows	<u>\$ 15,082,744</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this financial statement.

**Community College of Philadelphia**  
**(A Component Unit of the City of Philadelphia)**

**STATEMENT OF NET POSITION - CONTINUED**

June 30, 2023

	<u>Business-Type Activities</u> <u>Community College</u> <u>of Philadelphia</u>	<u>Component Unit</u> <u>Community College</u> <u>of Philadelphia Foundation</u>	<u>Component Unit</u> <u>CCP</u> <u>Development, LLC</u>
<b>LIABILITIES AND NET POSITION</b>			
<b>Current liabilities</b>			
Accounts payable and accrued liabilities (Note G)	\$ 21,135,482	\$ 620,364	\$ 209,921
Payable to government agencies (Note I)	221,213	-	-
Deposits	275,223	1,931	-
Unearned revenue	17,996,650	1,122,297	-
Current portion of lease obligation (Note E)	258,268	-	-
Current portion of subscription obligation (Note F)	1,092,807	-	-
Current portion of long-term debt (Note H)	6,240,000	-	-
Unamortized bond premium	728,918	-	-
	<u>47,948,561</u>	<u>1,744,592</u>	<u>209,921</u>
<b>Non-current liabilities</b>			
Accrued liabilities (Note G)	1,803,664	-	-
Payable to government agencies (Note I)	691,336	-	-
Annuity payable	-	33,817	-
Deposits	250,000	-	-
Lease obligation (Note E)	365,180	-	-
Subscription obligation (Note F)	3,047,263	-	-
Long-term debt (Note H)	55,265,000	-	-
Notes payable (Note O)	-	-	25,945,000
Unamortized bond premium	4,524,989	-	-
Other post-employment benefits liability (Note J)	154,213,535	-	-
	<u>220,160,967</u>	<u>33,817</u>	<u>25,945,000</u>
Total liabilities	<u>\$ 268,109,528</u>	<u>\$ 1,778,409</u>	<u>\$ 26,154,921</u>
<b>Deferred inflows of resources</b>			
Deferred inflows	<u>\$ 60,746,536</u>	<u>\$ 4,276</u>	<u>\$ -</u>
<b>Net position</b>			
Net investment in capital assets	\$ 94,532,446	\$ -	\$ -
Restricted:			
Nonexpendable:			
Scholarships, awards and faculty chair	-	12,602,890	-
Annuities	-	6,408	-
Expendable:			
Scholarships, awards and faculty chair	361,283	2,936,366	-
Capital projects	5,843,064	178,679	6,621,484
Unrestricted	<u>(81,989,136)</u>	<u>3,226,372</u>	<u>428,999</u>
Total net position	<u>\$ 18,747,657</u>	<u>\$ 18,950,715</u>	<u>\$ 7,050,483</u>

The accompanying notes are an integral part of this financial statement.

**Community College of Philadelphia**  
**(A Component Unit of the City of Philadelphia)**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

Year ended June 30, 2023

	<u>Business-Type Activities</u> Community College of Philadelphia	<u>Component Unit</u> Community College of Philadelphia Foundation	<u>Component Unit</u> CCP Development, LLC
<b>Operating revenues</b>			
Student tuition	\$ 41,675,886	\$ -	\$ -
Student fees	13,372,548	-	-
Less: scholarship allowance	(31,801,174)	-	-
Net student tuition and fees	23,247,260	-	-
Auxiliary enterprises	827,375	-	-
Gifts	-	2,759,716	-
Other sources	35,366	-	-
Total operating revenues	<u>24,110,001</u>	<u>2,759,716</u>	<u>-</u>
<b>Operating expenses</b>			
Educational and general:			
Instruction	49,896,835	51,663	-
Public service	21,131	-	-
Academic support	15,323,736	1,348,404	-
Student services	19,818,236	359,256	-
Institutional support	21,146,669	525,709	-
Physical plant operations	15,675,366	-	14,165
Depreciation	7,197,810	-	1,115,059
Student aid	11,552,569	1,703,824	-
Auxiliary enterprises	476,325	-	-
Total operating expenses	<u>141,108,677</u>	<u>3,988,856</u>	<u>1,129,224</u>
<b>OPERATING LOSS</b>	<u>\$ (116,998,676)</u>	<u>\$ (1,229,140)</u>	<u>\$ (1,129,224)</u>

The accompanying notes are an integral part of this financial statement.

**Community College of Philadelphia**  
**(A Component Unit of the City of Philadelphia)**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

Year ended June 30, 2023

	<u>Business-Type Activities</u> <u>Community College</u> <u>of Philadelphia</u>	<u>Component Unit</u> <u>Community College</u> <u>of Philadelphia Foundation</u>	<u>Component Unit</u> <u>CCP</u> <u>Development, LLC</u>
<b>Non-operating revenues (expenses)</b>			
Commonwealth appropriations (Note M)	\$ 33,561,416	\$ -	\$ -
City appropriations (Note M)	40,637,106	-	-
Federal grants and contracts	40,560,236	-	-
Gifts from the Community College of Philadelphia Foundation	66,727	183,273	(250,000)
Commonwealth grants and contracts	5,721,710	-	-
Nongovernmental grants and contracts	2,259,599	1,885,445	-
Net investment gain	3,813,466	1,517,921	-
Interest on capital asset-related debt service	(2,928,699)	-	(483,355)
Other nonoperating revenues (expenses)	1,149,142	(183,273)	3,614,993
Net non-operating revenues (expenses)	<u>124,840,703</u>	<u>3,403,366</u>	<u>2,881,638</u>
Gain (loss) before other revenues, expenses, gains or losses	7,842,027	2,174,226	1,752,414
Capital appropriations	<u>14,516,725</u>	<u>-</u>	<u>-</u>
Increase in net position	<u>22,358,752</u>	<u>2,174,226</u>	<u>1,752,414</u>
<b>Net position, beginning of the year</b>	<u>(3,611,095)</u>	<u>16,776,489</u>	<u>5,298,069</u>
<b>Net position, ending of the year</b>	<u>\$ 18,747,657</u>	<u>\$ 18,950,715</u>	<u>\$ 7,050,483</u>

The accompanying notes are an integral part of this financial statement.





**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**STATEMENT OF CASH FLOWS - CONTINUED**

**Year ended June 30, 2023  
(Business-Type Activities - College Only)**

<b>Reconciliation of operating loss to net cash used in operating activities</b>	
Operating loss	\$ (116,998,676)
Adjustments to reconcile operating loss to net cash used in operating activities:	
Depreciation	7,197,810
Changes in assets and liabilities:	
Accounts receivable	(2,688,515)
Receivables from government agencies	30,266,966
Other assets	140,201
Accounts payable and accrued liabilities	1,607,960
Unearned revenue	133,125
Other post-employment benefits	<u>(19,154,246)</u>
Net cash used in operating activities	<u><u>\$ (99,495,375)</u></u>

The accompanying notes are an integral part of this financial statement.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Organization***

The Community College of Philadelphia (the College) operates in accordance with the provisions of Commonwealth of Pennsylvania (the Commonwealth) legislation and through the sponsorship of the City of Philadelphia (the City). For financial reporting purposes, the College has been determined to be a component unit of the City, and, as such, has adopted the applicable provisions of the Governmental Accounting Standards Board (GASB).

***Component Units***

In accordance with GASB Statement No. 61, *The Financial Reporting Entity: Omnibus - an Amendment of GASB Statements No. 14 and No. 34*, GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units - an Amendment of GASB Statement No. 14*, GASB Statement No. 80, *Blending Requirements for Certain Component Units – an Amendment of GASB Statement No. 14*, and GASB Statement No. 14, *The Financial Reporting Entity*, the College has determined that the Community College of Philadelphia Foundation (the Foundation) and CCP Development LLC should be included in the College's financial statements as discretely presented component units. A component unit is a legally separate organization for which the primary institution is financially accountable or to which the primary institution is closely related.

The Foundation was established to serve as an organization responsible for college fund raising activities. The bylaws of the Foundation give the College's board of trustees the authority to amend the Articles of Incorporation of the Foundation at any time. Although the College does not control the timing or amount of receipts from the Foundation, the resources, or income thereon, the Foundation holds investments that are used exclusively for the benefit, support, and promotion of the College for its educational activities. Because these resources held by the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and is discretely presented in the College's financial statements.

CCP Development, LLC was established on October 20, 2020 under the Limited Liability Company Law of the Commonwealth of Pennsylvania and organized as a Qualified Active Low Income Community Business (QALICB) to secure New Market Tax Credits (NMTC) to finance the construction of a career-based education and training facility at 4750 Market Street, Philadelphia, Pennsylvania. The facility will create jobs and provide training for the low-income community where it is located. CCP Development, LLC is 90% owned by the College and 10% owned by Career and Advanced Technology Center, Inc., a 501(c)3 corporation. Because of its relationship with the College, CCP Development, LLC is considered a component unit of the College and is discretely presented in the College's financial statements.

***Measurement Focus, Basis of Accounting, and Basis of Presentation***

The accompanying financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (US GAAP), as prescribed by the GASB. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

The College has determined that it functions as a Business-Type Activity, as defined by the GASB. The effect of interfund activity has been eliminated from these financial statements.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

The College's policy is to define operating activities in the statement of revenues, expenses and changes in net position as those that generally result from exchange transactions such as the payment received for services and payment made for the purchase of goods and services. Certain other transactions are reported as non-operating activities. These non-operating activities include the College's operating and capital appropriations from the Commonwealth and the City; federal, Commonwealth, and private grants; net investment income; gifts; interest expense; and gains/losses on disposals of capital assets.

***Government Appropriations***

Revenue from the Commonwealth and the City is recognized in the fiscal year during which the funds are appropriated to the College. The College is fiscally dependent upon these appropriations. Specific accounting policies with regard to government appropriations are as follows:

***Commonwealth of Pennsylvania***

General Commonwealth legislation establishing community colleges provides for the reimbursement of certain college expenses from Commonwealth funds appropriated for this purpose. Act 46 enacted in July 2005 changed the original basis of allocating operating funds to Commonwealth community colleges from a formula approach based upon full-time equivalent (FTE) students taught in the current fiscal year to a Commonwealth-wide community college appropriation. Under Act 46, the Commonwealth-wide operating budget appropriation for community colleges is to be distributed among each of the 14 colleges in 3 parts: base funding, growth funding and high-priority (economic development) program funding. The provisions of Act 46 are intended to ensure that base operating funding for each college will at least equal the amount of funds received in the prior year. Annually, 25% of any new dollars in the operating funding granted community colleges is to be distributed proportionally among the colleges experiencing growth in the prior year based upon their share of the FTE growth. Colleges whose enrollments are stable, or decline do not receive any increase from the growth funding.

The other significant operating funding change as a result of Act 46 was the establishment of Economic Development (high priority) program funding. High-priority program funding is based upon prior year enrollments in program areas defined by the Commonwealth to contribute to trained worker growth in critical employment areas. Using prior year FTE enrollments in targeted programs as the allocation mechanism, each college is to receive a proportionate share of the available funds allocated to high-priority programs.

For 2023, the provisions of Act 46 were not followed in allocating operational funds to Pennsylvania community colleges. Instead, the 2022-23 operating allocations for community colleges were based on the General Appropriation Act of 2021, Act 1A.

Previously, under the provisions of Act 46, a separate revolving pool was established for community college capital funding. Capital funding, which may include major equipment and furniture purchases, capital improvements to buildings and grounds, debt service on major capital projects, and net rental costs for eligible capital leases, is reimbursed at the rate of 50%. Capital costs not previously approved for annual funding are subject to a competitive application process, with the allocation of available funds made by the Pennsylvania Department of Education using Commonwealth-wide criteria.

Any excesses or deficiencies between provisional payments and the final annual reimbursement calculation of annual Commonwealth funding are reflected as a payable or receivable from the Commonwealth.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

***Net Position***

The College classifies its net position into the following four net position categories:

*Net investment in capital assets:* Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, repair, or improvement of those assets.

*Restricted - nonexpendable:* Net position subject to externally imposed conditions that the College must maintain them in perpetuity.

*Restricted - expendable:* Net position whose use is subject to externally imposed conditions that can be fulfilled by the actions of the College or by the passage of time.

*Unrestricted:* All other categories of net position. Unrestricted net position may be designated by actions of the College's Board of Trustees.

The College has adopted a policy of generally utilizing restricted - expendable funds, when available, prior to unrestricted funds.

***Cash and Cash Equivalents***

The College considers all cash accounts and demand deposits with financial banking institutions to be cash. The College considers all short-term investments (primarily certificates of deposit) with a maturity of 90 days or less to be cash equivalents.

***Investments***

Investments in marketable securities are stated at fair value. Valuations for non-marketable securities are provided by external investment managers and are based upon net asset value (NAV) as provided by investment managers.

Dividends, interest and net gains or losses on investments of endowments and similar funds are reported in the statement of revenues, expenses and changes in net position. Any net earnings not expended are included in net position categories as follows:

1. As increases in restricted - nonexpendable net position if the terms of the gift require that they be added to the principal of a permanent endowment fund;
2. As increases in restricted - expendable net position if the terms of the gift or the College's interpretation of relevant Commonwealth law impose restrictions on the current use of the income or net gains; and
3. As increases in unrestricted net position in all other cases.

The College policy permits investments in obligations of the U.S. Treasury, certificates of deposit, commercial paper rated A1 by Standard and Poor's Corporation or P1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the Commonfund's Intermediate Term Fund and Multi-Strategy Bond Fund, and specifically approved fixed income securities.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

***Lease Receivables***

Lease receivables are recorded by the College as the present value of lease payments expected to be received under all leases other than short-term. Lease receivables are subsequently reduced over the life of the lease as cash is received in the applicable reporting period. Short-term leases, those with a maximum period of 12 months, are recognized as collected.

***Capital Assets***

Real estate assets, including improvements, are generally stated at cost. Furnishings and equipment are stated at cost at date of acquisition or, in the case of gifts, at fair value at date of donation.

Assets are depreciated using the straight-line method. The range of estimated useful lives by asset categories is summarized as follows:

Asset Category	Years
Buildings and improvements	10 to 50
Equipment and furniture	3 to 10
Library books	10
Microforms	5
Software	3
System software	10

The costs of normal maintenance and repairs that do not increase the value of the asset or materially extend assets' lives are not capitalized.

***Right-of-Use Lease Assets and Lease Liability***

Right-of-use (ROU) assets are recognized at the lease commencement date and represent the College's right to use an underlying asset for the lease term. ROU assets are measured at the initial value of the lease liability plus any payments made to the lessor before commencement and initial direct costs. These assets are included within capital assets, net, on the statement of net position.

Lease liabilities represent the College's obligation to make lease payments arising from leases other than short-term leases. Lease liabilities are recognized at the lease commencement date based on the present value of future lease payments over the remaining lease term. Present value of lease payments is discounted at the College's incremental borrowing rate. Short-term leases, those with a maximum period of 12 months, are expensed as incurred.

***Right-of-Use Subscription Assets and Subscription Liability (SBITAs)***

Right-of-use (ROU) SBITA assets are initially measured at an amount equal to the initial measurement of the related SBITA liability plus any SBITA payments made prior to the subscription term, less SBITA incentives, and plus any ancillary charges necessary to place the SBITA into service. The SBITA assets are amortized on a straight-line basis over the life of the related contract.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

SBITA liabilities represent the College's obligation to make SBITA payments arising from contracts other than short-term SBITAs. SBITA liabilities are recognized at the SBITA commencement date based on the present value of future SBITA payments over the remaining SBITA term. Present value of SBITA payments is discounted at the College's incremental borrowing rate. Short-term SBITAs, those with a maximum period of 12 months, are expensed as incurred. SBITAs which are based on variable payments (or user seats) are not recorded as subscription assets or liabilities and are expensed as incurred.

***Compensated Absences***

Employees earn the right to be compensated during absences for vacation leave and sick leave. Accrued vacation is the amount earned by all eligible employees through the statement of net position date. Upon retirement, these employees are entitled to receive payment for this accrued balance as defined in the College policy and collective bargaining agreements.

***Deposits and Unearned Revenue***

Deposits and advance payments received for tuition and fees related to certain summer programs and tuition received for the following academic year are deferred and are recorded as revenues when instruction is provided.

***Student Fees***

Student fees for the year ended June 30, 2023 are general college fees of \$940,840, which have been designated for use by the various student organizations and activities.

***Tax Status***

The College generally is exempt from federal and Commonwealth taxes due to its status as an unincorporated association established by the Pennsylvania Community College Act of 1963 (the Act). Under the Act, community colleges are activities of the Commonwealth.

***Use of Estimates***

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include the allowance for doubtful accounts, useful lives of capital assets, assumptions related to self-insurance reserves, and assumptions related to pension and other post-employment benefit accruals. Actual results could differ from those estimates.

***Scholarship Discounts and Allowances***

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the statements of revenues, expenses and changes in net position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College and the amount that is paid by students and/or third parties making payments on students' behalf. Certain governmental grants are recorded as either operating or non-operating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

***Self-Insurance***

The College participates in a self-insurance medical plan with a reinsurance limit of \$250,000 to limit institutional financial exposure for individuals with extraordinarily large claims in a policy year. The College has established a self-insurance accrued liability account for incurred claims, as well as an estimate of claims incurred but not reported. The College's self-insurance liability at June 30, 2023 was \$1,703,600 based upon an actuarial calculation based upon historical claim experience.

***Deferred Outflows/Inflows of Resources***

In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources until that time. In addition to liabilities, the statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of a net position that applies to future periods and will not be recognized as an inflow of resources until that time. The College's deferred outflow/inflow relates to amounts recorded in connection with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* (GASB 68), amounts recorded in connection with GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits other than Pensions* (GASB 75), GASB Statement No. 87, *Leases*, as well as the advance refunding of the 2008 Series Community College Revenue Bonds in September 2015. See Notes E, G, J, and O for additional details.

***Pensions***

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the State Employees Retirement System (SERS) and the Pennsylvania Public School Employees Retirement System (PSERS) and additions to/deductions from the SERS' and PSERS' fiduciary net position have been determined on the same basis as they are reported by SERS/PSERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

***Accounting Pronouncements***

In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*. The requirements of this Statement provide guidance on the accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) for government end users. This Statement (1) defines a SBITA (2) establishes that a SBITA results in a right-to-use subscription asset (intangible asset) and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, included implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. The College adopted the requirements of the guidance effective July 1, 2022. See Notes D and F for further information.

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for periods beginning after December 15, 2023, and all reporting periods thereafter. The College has not yet determined the impact of the Statement on the financial statements.



**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

**NOTE B - DEPOSITS AND INVESTMENTS**

The College invests its funds in accordance with the Board of Trustees' investment policy, which authorizes the College to invest in cash equivalents which consist of treasury bills, money market funds, commercial paper, bankers' acceptances, repurchase agreements and certificates of deposit; fixed income securities including U.S. government and agency securities, corporate notes and bonds, asset-backed bonds, floating rate securities and Yankee notes and bonds; stock equities and mutual funds including the Commonfund Multi-Strategy Bond Fund, Commonfund Intermediate Fund and Core Equity Fund. Regardless of fund classifications, certain general tenets apply. Investments in all classifications seek to maintain significant liquidity and maximize annual income for the College while avoiding excessive risk. Specific objectives include maintaining sufficient liquidity to meet anticipated cash needs and the preservation of principal. The College recognizes that it may be necessary to forego opportunities for potential large gains to achieve a reasonable risk posture. Certain investments are prohibited, including commodities and futures contracts, private placements, options, limited partnerships, venture capital, tangible personal property, direct real estate, short-selling, margin transactions and certain derivative instruments. Diversification, insofar as it reduces portfolio risk, is required. The Investment Subcommittee of the Business Affairs Committee meets quarterly to oversee the College's investment portfolio, guidelines and to consider any recommended changes. At least annually, the Business Affairs Committee will report to the Executive Committee on the performance of the investments and recommended changes, if any.

Fixed-income portfolio must be of investment grade overall (equivalent of Moody's credit rating of Baa3 rating or higher. The average quality rating for the corporate bond portfolio should not fall below Moody's rating of AA3.

Deposits are comprised of demand deposit accounts with financial institutions. At June 30, 2023, cash on hand was \$4,000. At June 30, 2023, the carrying amount of deposits was \$57,085,197 and the bank balance was \$62,049,758. The differences were caused primarily by items in transit.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

The following is the fair value of deposits and investments at June 30, 2023:

	Component Unit		
	College	Foundation	CCP Development, LLC
Deposits:			
Demand deposits	\$ 57,089,197	\$ 3,449,807	\$ 3,067,293
Investments:			
U.S. equity funds	6,068,824	-	-
International equity funds	-	3,673,194	-
U.S. Treasury obligations	5,917,199	-	-
U.S. government agency obligations	399,552	-	-
Corporate and foreign bonds	3,056,422	-	-
Long-term fixed income mutual funds	-	2,891,448	-
Intermediate fixed income mutual fund	4,517,458	670,340	-
Short-term fixed income mutual funds	-	1,052,622	-
Investment in subsidiary	5,990,779	-	-
Multi-strategy bond mutual fund	4,953,914	-	-
Core equity fund	6,961,109	6,345,450	-
Money market mutual funds	1,057,470	2,645,945	-
	<u>\$ 96,011,924</u>	<u>\$ 20,728,806</u>	<u>\$ 3,067,293</u>

In addition to the deposits and investments listed above, the College also has bond proceeds available for campus construction held by State Public School Building Authority, and the Bank of New York (the trustees), under the terms of various bond indentures. Bond proceeds available for campus construction are carried in the financial statements at fair value and consist of short-term investments and government securities. As of June 30, 2023, bond proceeds available for campus construction were \$6,551,526.

As of June 30, 2023, CCP Development, LLC has debt proceeds available for CATC construction of \$54,045. See Note O for additional details. The College's investments are subject to various risks. Among these risks are custodial credit risk, credit risk, and interest rate risk. Each one of these risks is discussed in more detail below.

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to the College. The College does not have a deposit policy for custodial credit risk. Commonwealth of Pennsylvania Act 72 of 1971, as amended, allows banking institutions to satisfy the collateralization requirement by pooling eligible investments to cover total public funds on deposit in excess of federal insurance. Such pooled collateral is pledged with the financial institutions' trust departments.

At June 30, 2023, the College's bank balance was exposed to custodial credit risk as follows:

Uninsured and collateral held by pledging bank's trust department not in the College's name	<u>\$ 57,085,197</u>
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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

The College participates in the Certificate of Deposit Account Registry Service (CDARS) for its certificates of deposit and Insured Cash Sweep (ICS). CDARS and ICS allow the College to access Federal Deposit Insurance Corporation insurance on multi-million-dollar certificates of deposit and money market deposit accounts to earn rates that compare favorably to treasuries and money market mutual funds. Custodial credit risk has been eliminated for the College's certificates of deposit as a result of its participation in the CDARS program.

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The credit risk of a debt instrument is measured by nationally recognized statistical rating agencies such as Moody's.

The multi-strategy bond mutual fund and the intermediate fixed income mutual fund are mutual funds managed by the Commonfund. The credit quality of the investments that comprise these funds at June 30, 2023 are:

	Multi-Strategy Bond	Intermediate Fixed Income
Government	17%	32%
Agency	24	23
AAA	13	18
AA	2	5
A	9	17
BBB	17	4
Below BBB	12	1
Non-rated/other	6	-
	100%	100%

The credit quality of the fixed income investments in which the College directly invests, including U.S. Treasury obligations, U.S. government agency obligations and corporate and foreign bonds, at June 30, 2023, is as follows:

	Fixed Income Investments
Aaa	61%
Aa	12
A	18
Baa	9
	100%

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of fixed income investments. The College's investment policy does not specifically address limitations in the maturities of investments. The weighted average maturities of the College's fixed income investments at June 30, 2023 are as follows:

	Weighted-Average Maturity (Years)
U.S. Treasury obligations	4.06
U.S. government agency obligations	3.11
Corporate and foreign bonds	4.72

The College categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

The College has the following recurring fair value measurements as of June 30, 2023:

Demand deposits, U.S. Treasury obligations, U.S. government agency obligations, equity mutual funds and money market mutual funds of \$77,493,351 are valued using quoted market prices (Level 1 inputs).

Corporate and foreign bonds of \$3,056,422 are valued using a matrix pricing model (Level 2 inputs), while the intermediate fixed income mutual fund and the multi-strategy bond mutual fund totaling \$9,471,372 are valued at the NAV per share (or its equivalent) of the investments (Level 2 inputs).

The Foundation has the following recurring fair value measurements as of June 30, 2023:

Demand deposits, equity mutual fund, and money market mutual funds of \$16,114,396 are valued using quoted market prices (Level 1 inputs).

The fixed income mutual funds of \$4,614,410 are valued at the NAV per share (or its equivalent) of the investments (Level 2 inputs).

CCP Development, LLC has the following recurring fair value measurements as of June 30, 2023:

Demand deposits \$3,067,293 are valued using quoted market prices (Level 1 inputs).

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

The valuation method for investments measured at the NAV per share (or its equivalent) at June 30, 2023 are presented in the following table:

	<u>Fair Value</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency (If Currently Eligible)</u>	<u>Redemption Notice Period</u>
Intermediate term fixed income mutual fund <sup>(1)</sup>	\$ 4,517,458	-	Monthly	30 days
Multi-strategy bond mutual fund <sup>(2)</sup>	<u>4,953,914</u>	-	Weekly	7 days
Total investments measured at NAV	<u>\$ 9,471,619</u>			

<sup>(1)</sup> *Intermediate Fixed Income Mutual Fund.* The investment objective of the Intermediate Term Fund is to produce a total return in excess of its benchmark, the Bank of America Merrill Lynch one to three Year Treasury Index but attaches greater emphasis to its goal of generating a higher current yield than short-term money market investments in a manner that mitigates the chances of a negative total return over any 12-month period. The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.

<sup>(2)</sup> *Multi-Strategy Bond Mutual Fund.* The investment objective of the Multi-Strategy Bond Fund is to offer an actively managed, multi-manager investment program that will provide broad exposure to global debt markets. The fund seeks to add value above the return of the broad U.S. bond market as measured by the Barclays Capital U.S. Aggregate Bond Index, net of fees, and to provide competitive returns relative to the Russell U.S. Core Plus Fixed Income Universe. The fund's risk characteristics will vary from those of the index due to its diversified exposures to sectors outside of the index, including below investment grade debt and international bond and currency markets. The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

**NOTE C - ACCOUNTS RECEIVABLE**

Accounts receivable include the following at June 30, 2023:

	College	Component Unit Foundation
Tuition and fee receivables	\$ 3,951,590	\$ -
Grants receivable	-	4,594
Other receivables	718,197	-
Receivable from Foundation	2,555,629	-
	7,225,416	4,594
Less: allowance for doubtful accounts	(1,905,628)	-
Total	\$ 5,319,788	\$ 4,594

The College anticipates that all of its net accounts receivable will be collected within one year.

Accounts receivable, tuition and fees and other are reported as net realizable value. Accounts are written off when they are determined to be uncollectible based upon management's assessment of individual accounts. The allowance for doubtful accounts is estimated based on the College's historical losses and periodic review of individual accounts.

**NOTE D - CAPITAL ASSETS**

The College's capital assets consist of the following at June 30, 2023:

	Balance July 1, 2022	Additions	Retirements and Adjustments	Balance June 30, 2023
Capital assets not depreciated:				
Land and improvements	\$ 31,094,976	\$ 6,996,600	\$ (246,600)	\$ 37,844,976
Construction in progress	2,438,533	1,367,064	(2,312,375)	1,493,222
Works of art	902,620	-	-	902,620
	34,436,129	8,363,664	(2,558,975)	40,240,818
Capital assets being depreciated:				
Buildings and improvements	262,896,107	32,104,322	(27,189,546)	267,810,883
Equipment and furniture	17,225,486	7,507,779	(3,399,636)	21,333,629
Library books	6,054,054	168,408	-	6,222,462
Microforms	1,669,831	-	-	1,669,831
Leases	30,991,592	-	-	30,991,592
Software	4,038,895	263,511	(207,112)	4,095,294
System software	6,911,878	6,728	-	6,918,606
SBITAs	5,049,133	-	-	5,049,133
Total before depreciation	334,836,976	40,050,748	(30,796,294)	344,091,430
	\$ 369,273,105	\$ 48,114,412	\$ (33,355,269)	\$ 384,332,248

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

Accumulated depreciation/amortization by asset categories is summarized as follows:

	Balance July 1, 2022	Additions	Retirements and Adjustments	Balance June 30, 2023
Buildings and improvements	\$ 141,381,738	\$ 5,667,459	\$ -	\$ 147,049,197
Equipment and furniture	12,288,145	1,163,157	(61,275)	13,390,027
Library books	5,294,014	133,238	-	5,427,252
Microforms	1,669,832	-	-	1,669,832
Leases	29,569,347	179,038	382,930	30,131,315
Software	4,038,895	6,267	-	4,045,162
System software	6,873,737	12,203	-	6,885,940
SBITAs	-	36,448	909,063	945,511
	<u>\$ 201,115,708</u>	<u>\$ 7,197,810</u>	<u>\$ 1,230,718</u>	<u>\$ 209,544,236</u>
Total accumulated depreciation and amortization				<u>\$ 174,788,012</u>

CCP Development's capital assets consist of the following at June 30, 2023:

	Balance July 1, 2022	Additions	Retirements and Adjustments	Balance June 30, 2023
Capital assets not depreciated:				
Land and improvements	\$ -	\$ 246,600	\$ -	\$ 246,600
	<u>-</u>	<u>246,600</u>	<u>-</u>	<u>246,600</u>
Capital assets being depreciated:				
Buildings and improvements	-	27,520,135	-	27,520,135
Equipment and furniture	-	3,225,278	-	3,225,278
Software	-	207,112	-	207,112
	<u>-</u>	<u>30,952,525</u>	<u>-</u>	<u>30,952,525</u>
Total before depreciation				
	<u>\$ -</u>	<u>\$ 31,199,125</u>	<u>\$ -</u>	<u>\$ 31,199,125</u>

**Community College of Philadelphia  
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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

Accumulated depreciation/amortization by asset categories is summarized as follows:

	Balance July 1, 2022	Additions	Retirements and Adjustments	Balance June 30, 2023
Buildings and improvements	\$ -	\$ 679,284	\$ -	\$ 679,284
Equipment and furniture	-	378,244	-	378,244
Software	-	57,531	-	57,531
Total accumulated depreciation and amortization	<u>\$ -</u>	<u>\$ 1,115,059</u>	<u>\$ -</u>	<u>\$ 1,115,059</u>
				<u>\$ 30,084,066</u>

**NOTE E - LEASES**

***Leases Where College is the Lessor***

On May 17, 2017, the College entered into a ground lease agreement with RPG Hamilton. The lease term is for 75 years with an option to extend the lease for an additional 24 years. Annual lease rental is payable to the College every quarter. The agreement allows RPG Hamilton to develop, operate and manage a mixed-use development to be built in two phases. Phase 1 consists of 2,000 square feet of retail space, 47,800 square feet of parking, and 290 apartments. Phase 1 was completed on April 5, 2019. Phase 2 consists of 297 apartment units. Phase 2 was completed on October 18, 2021. The addition of housing, retail space, and parking adjacent to the College provides an important marketing advantage for recruiting students, especially international and out of state students by providing a safe and secure environment while providing additional revenue to the College.

Under GASB 87, the College as a lessor, reports receivables for all leases of land, buildings, and equipment (except for short-term leases and contracts that transfer ownership). As of June 30, 2023 the College had a lease receivable and deferred inflow of \$19,760,972. For the year ended June 30, 2023, the College received \$550,000 in lease revenue and \$306,541 in lease interest revenue.

The following is a schedule by year of lease receivable principal and interest repayments to maturity of the lease where the College is the lessor:

Future Minimum Rental Payments	Principal	Interest	Total
2024	\$ (104,643)	\$ 554,643	\$ 450,000
2025	(107,611)	557,611	450,000
2026	(110,663)	560,663	450,000
2027	(113,802)	563,802	450,000
2028	(117,030)	567,030	450,000
Thereafter	<u>19,643,981</u>	<u>46,148,582</u>	<u>65,792,563</u>
	<u>\$ 19,090,232</u>	<u>\$ 48,952,331</u>	<u>\$ 68,042,563</u>



**Community College of Philadelphia  
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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

***Leases Where College is the Lessee***

The College leases certain equipment and property under lease arrangements through 2026. The principal and interest for the next five years and beyond are projected below for lease obligations:

<u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 258,268	\$ 14,577	\$ 272,845
2025	271,444	6,866	278,310
2026	93,737	552	94,289
	<u>\$ 623,449</u>	<u>\$ 21,995</u>	<u>\$ 645,444</u>

**NOTE F - SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITA)**

The College has entered into SBITAs for finance, reporting, communication, and learning software through 2028. The principal and interest for the next five years and beyond are projected below for SBITAs:

<u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 972,734	\$ 120,073	\$ 1,092,807
2025	1,115,934	87,617	1,203,551
2026	976,385	53,009	1,029,394
2027	789,013	23,730	812,743
2028	1,571	4	1,575
	<u>\$ 3,855,637</u>	<u>\$ 284,433</u>	<u>\$ 4,140,070</u>

For the year ended June 30, 2023, the College had SBITAs with variable payments of \$64,869 that were based on user seats.

For the year ended June 30, 2023, the College had no other payments, such as termination penalties, not previously included in the measurement of the subscription liability.

For the year ended June 30, 2023, the College had no commitments under SBITAs before the commencement of the subscription term or any losses associated with an impairment.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

**NOTE G - ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

Accounts payable and accrued liabilities consisted of the following at June 30, 2023:

Category:	College	Component Unit Foundation	Component Unit CCP Development LLC
Vendors and others	\$ 12,245,633	\$ 608,595	\$ 209,921
Accrued salaries	2,970,515	11,769	-
Accrued benefits	1,955,892	-	-
Compensated absences	3,827,534	-	-
Retirement incentive payments	1,749,237	-	-
Accrued Interest	190,335	-	-
	<u>\$ 22,939,146</u>	<u>\$ 620,364</u>	<u>\$ 209,921</u>

Long-term liability activity for the year ended June 30, 2023 was as follows:

	Beginning Balance July 1, 2022	Additions	Deductions	Total Ending Balance June 30, 2023	Current Portion
Long-term liabilities:					
Accounts payable and accrued liabilities	\$ 21,347,872	\$ 1,591,274	\$ -	\$ 22,939,146	\$ 21,135,482
Payable to government agencies	203,827	861,447	(152,725)	912,549	221,213
Lease liability	982,466	-	(359,018)	623,448	258,268
SBITA liability	4,985,001	-	(844,931)	4,140,070	1,092,807
Long-term debt	69,480,000	-	(7,975,000)	61,505,000	6,240,000
Unamortized bond premium	5,982,825	-	(728,918)	5,253,907	728,918
Other post- employment benefits	192,064,573	1,869,211	(39,720,249)	154,213,535	-
	<u>\$295,046,564</u>	<u>\$ 4,321,932</u>	<u>\$ (49,780,841)</u>	<u>\$249,587,655</u>	<u>\$ 29,676,688</u>

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

**NOTE H - DEBT**

The College's debt financing is primarily provided through Community College Revenue Bonds issued by the Hospitals and Higher Education Facilities Authority and the State Public School Building Authority.

Debt consisted of the following at June 30, 2023:

	<u>Balance July 1, 2022</u>	<u>Additions</u>	<u>Principal Payments</u>	<u>Balance June 30, 2023</u>	<u>Current Portion</u>
2015 Series	\$ 31,730,000	\$ -	\$ (5,070,000)	\$ 26,660,000	\$ 5,325,000
2018 Series	14,900,000	-	(2,580,000)	12,320,000	575,000
2019 Series	8,270,000	-	(325,000)	7,945,000	340,000
2020 Series	14,580,000	-	-	14,580,000	-
	<u>\$ 69,480,000</u>	<u>\$ -</u>	<u>\$ (7,975,000)</u>	<u>\$ 61,505,000</u>	<u>\$ 6,240,000</u>

Future annual principal and interest payments at June 30, 2023 are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30:			
2024	\$ 6,240,000	\$ 2,678,534	\$ 8,918,534
2025	6,550,000	2,366,534	8,916,534
2026	6,000,000	2,039,034	8,039,034
2027	6,305,000	1,739,034	8,044,034
2028	7,565,000	1,423,784	8,988,784
2029	2,135,000	1,071,450	3,206,450
2030	2,220,000	990,192	3,210,192
2031	2,305,000	903,848	3,208,848
2032	2,395,000	812,343	3,207,343
2033	2,495,000	715,876	3,210,876
2034	2,595,000	614,002	3,209,002
2035	2,705,000	506,661	3,211,661
2036	2,805,000	405,660	3,210,660
2037	2,900,000	310,502	3,210,502
2038	3,000,000	212,120	3,212,120
2039	1,950,000	108,950	2,058,950
2040	1,340,000	45,413	1,385,413
	<u>\$ 61,505,000</u>	<u>\$ 16,943,937</u>	<u>\$ 78,448,937</u>

**2015 Series**

Under a loan agreement dated September 10, 2015, between the Authority and the College, the College borrowed \$52,075,000 of 2015 Series Community College Revenue Bonds to advance refund a portion of the Authority's Community College Revenue Bonds (Community College of Philadelphia Project), Series of 2008 and additional 2015 Capital Projects. The 2015 Capital Projects consist of the following: (1) renovating the College's biology labs; (2) replacing certain escalators located in the College's West Building; and (3) various other renovations, repairs and capital improvements. All of the foregoing components of the 2015 Capital Projects will be used in connection with the College's operation of its community college buildings in furtherance of its educational mission. The 2015 Series Bonds are payable over 12½ years at rates from 2.00% to 5.00%, with an average debt service payment of \$4,166,000.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

Remaining principal payments for the 2015 Series Bonds required by the loan agreement are as follows:

	Principal
2024	\$ 5,325,000
2025	5,590,000
2026	4,995,000
2027	5,245,000
2028	5,505,000
	\$ 26,660,000

**2018 Series**

Under a loan agreement dated May 1, 2018, between the Authority and the College, the College borrowed \$24,155,000 of 2018 Series Community College Revenue Bonds to refund the outstanding Authority's Community College Revenue Bonds (Community College of Philadelphia Project), Series of 2017 and the additional 2018 Capital Projects. The 2018 Capital Projects consist of the renovation and improvements of the Library Learning Commons facility at the main campus. All of the foregoing components of the 2018 Capital Projects will be used in connection with the College's operation of its community college buildings in furtherance of its educational mission. The 2018 Series Bonds are payable over 20½ years at rates from 3.63% to 5.00%, with average debt service principal and interest payments of \$2,534,943 through 2024 and \$1,146,218 from 2025 through 2038.

	Principal
2024	\$ 575,000
2025	600,000
2026	630,000
2027	665,000
2028	695,000
2029-2038	9,155,000
	\$ 12,320,000

**2019 Series**

Under a loan agreement dated May 2019, between the Authority and the College, the College borrowed \$9,155,000 College Revenue Bonds (Community College of Philadelphia Project), Series A of 2019. The 2019 Capital Projects consist of (a) the development, construction, improvement, furnishing, equipping and outfitting of a new, approximately 75,500 square foot, building on land owned by the College in West Philadelphia, with a facility that will be used to house the College's Career and Advanced Technology Center, (b) the demolition of an existing building on such site, and (c) other miscellaneous capital improvements at such site including parking, landscaping and related improvements. All of the foregoing components of the 2019 Capital Projects will be used in connection with the College's operation of its community college buildings in furtherance of its educational mission. The 2019 Series A Bonds are payable over 21 years at rates from 3.00% to 5.00%, with average debt service principal and interest payments of \$675,473 from 2019 through 2039.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

Principal payments required by the loan agreement are as follows:

	Principal
2024	\$ 340,000
2025	360,000
2026	375,000
2027	395,000
2028	415,000
2029-2040	6,060,000
	\$ 7,945,000

**2020 Series**

Under a loan agreement dated December 8, 2020, between the Authority and the College, the College borrowed \$14,580,000 College Revenue Bonds (Community College of Philadelphia Project), Series of 2020 (Federally Taxable). The 2020 Capital Project is completion funding for the 2019 Capital Project and consists of:

- (a) the development, construction, improvement, furnishing, equipping and outfitting of a new, approximately 75,000 square foot building on land owned by the College in West Philadelphia, which facility will be used to house the College's Career and Advanced Technology Center, and
- (b) other miscellaneous capital improvements at such site, including parking, landscaping and related improvements.

The 2020 Series Bonds were issued prior to the closing of the new market tax credit transaction which occurred on December 9, 2020. A portion of the proceeds of the 2020 Series Bonds was used as a leveraged loan to an investment fund which in turn, through three community development entities, lent such proceeds to CCP Development, LLC, which is 90% owned by the College and 10% owned by Career and Advanced Technology Center, Inc., a 501(c)(3) tax-exempt nonprofit corporation. CCP Development, LLC will use the proceeds and net new market tax credit equity received to construct the Career and Advanced Technology Center. The loan to CCP Development, LLC is secured by a first priority mortgage and lien on the Career and Advanced Technology Center. All of the foregoing components of the 2020 Capital Project will be used in conjunction with College's operation of its community college buildings in furtherance of its educational mission. Refer to Note O for additional details.

Remaining principal payments required by the loan agreement are as follows:

	Principal
2028	\$ 950,000
2029	970,000
2030	995,000
2031	1,020,000
2032	1,045,000
2033-2040	9,600,000
	\$ 14,580,000

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

**NOTE I - (PAYABLE TO) RECEIVABLE FROM GOVERNMENT AGENCIES**

(Payable to) receivable from government agencies includes the following at June 30, 2023:

	(Payable)	Receivable
Commonwealth of Pennsylvania:		
Provision for potential audit findings and reimbursement calculation	\$ (132,130)	\$ -
Grants and special projects	-	940,343
PHEAA for grants	(89,083)	
Other programs	-	2,168
	(221,213)	942,511
City of Philadelphia:		
Grants receivable	-	4,081,383
Federal:		
Financial aid programs	-	13,733
Grants and special projects	-	3,855,831
Other	(691,336)	-
	(691,336)	7,950,947
Total	\$ (912,549)	\$ 8,893,458

**NOTE J - EMPLOYEE BENEFITS**

Retirement benefits are provided for substantially all employees through payments to one of the board authorized retirement programs. Although the College does not offer participation in the Pennsylvania SERS or the PSERS, it has grandfathered continued participation for those employees currently enrolled. The College has 14 employees participating in the SERS and 27 employees in the PSERS.

***Defined Benefit Plans***

The PSERS and SERS are cost-sharing multiple employer-defined benefit plans and are administered by the Commonwealth as established under legislative authority. The financial statements for PSERS and SERS can be obtained from the following: Commonwealth of Pennsylvania, Public School Employees' Retirement System, 5 North Fifth Street, P.O. Box 125, Harrisburg, PA 17108 0125; and Commonwealth of Pennsylvania, State Employees' Retirement System, 30 North Third Street, P.O. Box 1147, Harrisburg, PA 17108-1147.

**Benefits Provided**

PSERS and SERS provide retirement, disability, and death benefits. For PSERS, retirement benefits are determined as 2.00% or 2.50% (depending on membership class), of the individual's final average salary multiplied by the number of years of credited service. After completion of five years of service, an individual's right to defined benefits is vested, and early retirement may be elected. Individuals are eligible for disability retirement benefits after completion of five years of credited service. Such disability benefits are generally equal to 2.00% to 2.50% (depending on membership class) of the member's final average salary multiplied by the number of years of credited service, but not less than one-third of such salary nor greater than the benefit the member would have had at normal retirement age. Death benefits are payable upon the death

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

of an active member who has reached age 62 with at least one year of credited service. Such benefits are actuarially equivalent to the benefit that would have been effective if the member had retired on the day before death.

For SERS, retirement benefits are determined at 2.00% or 2.50% (depending on membership date) of the highest three-year average salary times the number of years of service. The vesting period is either five or 10 years (depending on membership date) of credited service.

Contributions

For PSERS, the contribution policy is set by Commonwealth statutes and requires contributions by active members, employers and the Commonwealth of Pennsylvania. Funding percentages are determined by the plan in accordance with actuarial calculations and are based on covered payroll. Currently, for full time faculty, administrators and other staff, the College contributes 17.00% of all earnings as long as contributions are adequate to accumulate assets to pay retirement benefits when due. Employee contributions are 6.50% of all earnings for members prior to July 22, 1983 and 7.50% of all earnings for members after July 22, 1983.

For SERS, the contribution policy is set by Commonwealth statutes and requires contributions by active members, employers and the Commonwealth of Pennsylvania. Funding percentages are determined by the plan in accordance with actuarial calculations and are based on covered payroll. Currently, for full-time faculty, administrators and other staff, the College contributes 27.60%, 32.24%, and 41.09% of all earnings as long as contributions are adequate to accumulate assets to pay retirement benefits when due. Employee contributions are 6.25% of all earnings.

Pension Liabilities, Pension Expense, and Deferred Outflows and Inflows of Resources

At June 30, 2023, the College reported a liability of \$1,556,000 and \$3,991,775, within other post-employment benefits liability on the statements of net position, for its proportional share of the net pension liability for PSERS and SERS, respectively. The net pension liability was measured as of June 30, 2022 for PSERS and December 31, 2022 for SERS, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The College's proportion of the net pension liability is based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating institutions, actuarially determined. At June 30, 2022 and December 31, 2022, the College's proportion of PSERS and SERS was 0.0035% and 0.0174%, respectively.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

For the year ended June 30, 2023, the College recognized proportional pension expense for PSERS and SERS of \$120,000 and \$463,663, respectively, as provided by the plans' actuarial schedules. At June 30, 2023, the College reported deferred outflows and inflows of resources related to pensions from the following sources:

PSERS

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 1,000	\$ 13,000
Net difference between projected and actual earnings on pension plan investments	46,000	27,000
Changes in proportion and differences between College contributions and proportionate share of contributions	242,000	24,000
Total	\$ 289,000	\$ 64,000

SERS

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 58,013	\$ 11,079
Changes in assumptions	269,226	-
Net difference between projected and actual earnings on pension plan investments	542,205	-
Changes in proportion	-	11,175
Changes in proportion and differences between College contributions and proportionate share of contributions	276,364	253,060
Total	\$ 1,145,808	\$ 275,314



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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

Actuarial Assumptions

The following methods and assumptions were used in the actuarial valuations for the year ended June 30, 2023, unless otherwise stated. These methods and assumptions were applied to all periods included in the measurement:

PSERS

Actuarial cost method	entry age normal level % of pay
Investment rate of return	7.00%, includes inflation at 2.50%
Salary increases	effective average of 4.50%, which reflects an allowance for inflation of 2.50%, real wage growth of 2.00% for real wage growth which reflects an allowance for inflation of 2.75% real wage growth for merit of seniority increases
Mortality rates	Mortality rates were based on a blend of 50% PubT-2010 and 50% PubG-2010 Retiree Tables for males and females, adjusted to reflect PSERS experience and projected using a modified version of the MP-2020 Improvement Scale.

SERS

Actuarial cost method	entry age
Amortization method	straight-line amortization of investments over five years and amortization of assumption changes and noninvestment gains/losses over the average expected remaining service lives of all employees that are provided benefits
Investment rate of return	6.875% net of manager fees including inflation as of June 30, 2023
Projected salary increases	average of 4.55% with range of 3.30% - 6.95% including inflation
Inflation	2.50%
Mortality rate	projected PubG-2010 and PubNS-2010 Mortality Tables adjusted for actual plan experience and future improvement for retirees, beneficiaries, and survivors and rates determined by SERS actuaries using actual SERS experience for pre-retirement active members
Cost of living adjustments	none (ad hoc)

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

PSERS

The long-term expected real rate of return on pension investments is determined using a building-block method in which best estimates of ranges of expected future real rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of real rates of return are summarized at June 30, 2023, in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Rate of Return</u>
Global Public Equity	28.00%	5.30%
Private Equity	12.00%	8.00%
Fixed Income	33.00%	2.30%
Commodities	9.00%	2.30%
Absolute Return	6.00%	3.50%
Infrastructure/MLPs	9.00%	5.40%
Real Estate	11.00%	4.60%
Cash	3.00%	0.50%
Financing (LIBOR)	(11.00)%	0.50%
	<u>100.00%</u>	

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

SERS

Some of the methods and assumptions mentioned above are based on the 17th Investigation of Actuarial Experience, which was published in January 2011 and analyzed experience from 2006 through 2010. The long-term expected real rate of return on pension investments is determined using a building-block method in which best estimates of ranges of expected future real rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of real rates of return are summarized, at June 30, 2023, in the following table:

<u>Asset Class</u>	<u>Total Allocation</u>	<u>Long-Term Expected Rate of Return</u>
Private equity	16.00%	5.75%
Private credit	0.00%	0.00%
Real estate	7.00%	5.12%
U.S. equity	31.00%	4.35%
International developed markets equity	14.00%	4.25%
Emerging markets equity	5.00%	4.65%
Fixed income - core	22.00%	(0.50)%
Inflation protection (TIPS)	3.00%	(1.00)%
Cash	2.00%	(1.05)%
	<u>100.00%</u>	

For both PSERS and SERS, the discount rate used to measure total pension liability was 7.00% and 6.875%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Position Liability

For PSERS, the College's net pension liability at June 30, 2023 is \$1,556,000 using a 7.00% discount rate. The College's net pension liability would have been \$2,013,000 assuming a 1%-point decrease (6.00%) in the discount rate and would have been \$1,171,000 assuming a 1%-point increase (8.00%) in the discount rate.

For SERS, the College's net pension liability at June 30, 2023 is \$3,991,775 using a 6.875% discount rate. The College's net pension liability assuming a 1%-point decrease (5.875%) and 1%-point increase 7.875% in the discount rate was not provided in the Annual Comprehensive Financial Report.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

***Defined Contribution Plans***

The College also sponsors one defined contribution plan, and as such, benefits depend solely on amounts contributed to the plan plus investment earnings. Full-time faculty and administrative employees are eligible to participate from the date of employment, and clerical employees have a one year waiting period. Participation is mandatory for full-time faculty and administrative employees upon reaching the age of 30 or after two years of employment, whichever is the later date. Participation is mandatory for full-time classified and confidential employees upon reaching the age of 30 or after four years of employment, whichever is the later date. Part-time faculty may participate after earning four seniority units, as defined in the collective bargaining agreement. College policy and collective bargaining agreements require that both the employee and the College contribute amounts, as set forth below, based on the employee's earnings.

The College's contributions for each employee (and interest allocated to the employee's accounts) are fully vested. Death benefits for value of accumulation are provided to the beneficiary of a participant who dies prior to retirement. Various payment options are available. The College has 1,013 employees participating in this program.

The payroll for employees covered by the three plans was \$75,405,839 and the College's total payroll is \$76,981,849 at June 30, 2023. Contributions made by the College for the year ended June 30, 2023 are \$6,137,933, representing 8.14% of covered payroll. College employees contributed \$5,036,910 for the year ended June 30, 2023.

A summary of retirement benefits follows:

Type of Employee:

Full-time faculty	10% of base contract
Visiting lecturers	5% of base contract
Part-time faculty	5% of all earnings
Administrators and other staff	10% of base contract
Others	10% of annual salary
Employee contribution	5% of base salary

***Post-Employment Benefits (OPEB)***

Program Description

The College provides post-employment benefits other than pensions (OPEB) to eligible retirees of the College and their spouses. Health benefits include medical, prescription drug and dental coverage. Retirees and spouses are eligible to continue coverage for life as long as the retiree premium rates are paid. Life insurance benefit continues until age 65. Spouses are not covered. Life insurance benefit is determined as follows: Administrators = 2.5 times last annual salary, rounded up to next \$1,000; Faculty, Classified, Confidential = 2 times last annual salary, rounded up to next \$1,000; Faculty on Pre-Retirement Half-Time Workload Option = 4 times last annual salary, rounded up to next \$1,000. These healthcare benefits are funded by a single employer plan.

Eligibility

Participants must be at least age 62 with 10 years of full-time service and have attained age plus service being greater than or equal to 77.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

Funding Policy

Post-employment benefits other than pensions stem from the College's three collective bargaining agreements. For the year ended June 30, 2023, the College paid \$288,055 on behalf of the retirees and spouses. The College pays 100% of the premium for coverage for retirees until the end of the contract year in which the retiree attains age 65. Thereafter, the retiree pays 50% of the total premium, less the Medicare Part B premium. Pre-65 and post-65 retirees pay 50% of active medical benefits for pre-65 spouses. Post-65 retirees pay 50% of the premium for the coverage of post-65 spouses, less their Medicare Part B premium. Pre-65 retirees pay 0% of the premium for the coverage of post-65 spouses (the College pays 100% of their premium). Surviving spouses must pay 100% of the premium for coverage without getting reimbursed for Medicare Part B premium if over 65. Retirees on Medicare disability are given the Medicare Part B reimbursement regardless of age. The College pays 100% of the premium for retired post-65 part-time teachers and their spouses.

<u>Employees/Retirees/Beneficiaries</u>	<u>Number of Participants as of July 1, 2022</u>
Actives	487
In-actives currently receiving benefit payments	<u>258</u>
	<u>745</u>

The following table provides a summary of the changes in the College's total OPEB liability for fiscal year ended June 30, 2023. The valuation date was July 1, 2022 and the measurement date was June 30, 2023.

<u>Change in Total OPEB Liability (TOL)</u>	<u>July 1, 2022</u>
TOL, beginning of year	\$ 188,386,009
Service cost	4,972,761
Interest	4,128,077
Benefits paid	(4,488,226)
Changes in assumptions	<u>(44,332,861)</u>
TOL, end of year	<u>\$ 148,665,760</u>

The following summarizes the development of benefit for the year ended June 30, 2023:

	<u>2023</u>
Service cost	\$ 4,972,761
Interest	4,128,077
Changes in assumptions	1,570,256
Amortization of:	
Total OPEB liability and assumption gain	<u>(35,375,648)</u>
Total benefit	<u>\$ (24,704,554)</u>

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

	2023
Weighted-average assumptions to determine expense:	
Actual benefit payments	\$ 4,488,226
Discount rate	3.69%
Expected return on assets	N/A
Salary scale	3.00%
Current rate	7.50%
Ultimate rate/year reached	4.50%/2043

Deferred inflows of resources reported by the College at June 30, 2023 are as follows:

Date Amortization Base Set	Net Amount	Amortization Period Remaining
June 30, 2023	\$ (41,210,082)	3.00%

Deferred outflows of resources reported by the College at June 30, 2023 are as follows:

Date Amortization Base Set	Net Amount	Amortization Period Remaining
June 30, 2023	\$ 10,184,884	3.00%

Deferred Inflows Projection

Amounts reported as deferred inflows of resources will be recognized in expense as follows:

Years Ending June 30:	
2024	\$ (16,247,577)
2025	(14,777,621)

Actuarial Assumptions - 2022

Mortality Table: The Pub-2011 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2021 for faculty participants and Pub-2011 Public Retirement Plans General mortality projected generationally with Scale MP-2021 for all other participants.

Discount Rate: 3.69% for determining June 30, 2023 disclosure and estimated 2023 expense; 2.16% for determining June 30, 2022 disclosure and estimated 2023 expense.

Discount Rate Determination Method: Under GASB 75, the discount rate for unfunded plans must be based on a yield or index rate for a 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. Rates were taken from the Bond Buyer 20-Bond Go index as of the measurement dates.

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**June 30, 2023**

A one-percentage point change in the discount rate and assumed health care cost trend rates would have the following impact on the liability for post-employment benefits obligations at June 30, 2023:

<u>Discount Rate Change</u>	<u>1% Decrease</u>	<u>1% Increase</u>
Net OPEB Liability	\$ 173,148,948	\$ 128,998,741
Net OPEB Liability Healthcare Trend Rate	\$ 127,104,655	\$ 175,834,586

***Retirement Incentive Program***

Effective September 1, 2014, the collective bargaining agreement provides for a retirement incentive for full-time employees at age 63, 64 or 65 with at least 20 years of service. The incentive payment is a percentage of final pay based on years of service. 30 employees will receive the incentive payment during fiscal year 2023-24. The present value of these payments is \$2,005,350.

**NOTE K - COMMITMENTS AND CONTINGENCIES**

The use of grant monies received is subject to compliance audits by the disbursing governmental agency. The College believes it is in compliance with all significant grant requirements.

The nature of the educational industry is such that, from time to time, the College is exposed to various risks of loss related to torts; alleged negligence; acts of discrimination; breach of contract; labor disputes; disagreements arising from the interpretation of laws or regulations; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services. The College addresses these risks by purchasing commercial insurance. The College's retention of risk is limited to the deductibles on its insurance policies, which range from \$0 to \$150,000 per claim depending on the nature of the claim.

There have been no significant reductions in insurance coverage from the prior year. There have been no instances where a settlement amount exceeded the insurance coverage for each of the last three years. It is not expected that the resolution of any outstanding claims and litigation will have a material adverse effect on the accompanying financial statements.

The College's Collective Bargaining Agreement with Faculty and Classified employee unions expires on August 31, 2024.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

**NOTE L - OPERATING EXPENSES**

The College's and component unit operating expenses, on a natural-classification basis, were comprised of the following for the year ended June 30, 2023:

	<u>College</u>	<u>Component Unit Foundation</u>	<u>Component Unit CCP Development</u>
Salaries	\$ 76,981,849	\$ 952,385	\$ -
Benefits	35,524,937	346,974	-
Contracted services	10,900,602	20,587	-
Supplies	1,988,560	56,588	-
Depreciation	7,197,810	-	1,115,059
Student aid	11,552,569	1,697,336	-
Other post-retirement benefits	(19,154,245)	-	-
Other	16,116,595	914,986	14,165
	<u>\$ 141,108,677</u>	<u>\$ 3,988,856</u>	<u>\$ 1,129,224</u>

**NOTE M - CITY AND COMMONWEALTH APPROPRIATIONS**

Appropriations from the Commonwealth and the City for the year ending June 30, 2023 were as follows:

	<u>Operations</u>	<u>Capital</u>
Commonwealth of Pennsylvania	\$ 33,561,416	\$ 5,656,539
City of Philadelphia	40,637,106	5,397,333
	<u>\$ 74,198,522</u>	<u>\$ 11,053,872</u>

**NOTE N - PASS-THROUGH GRANTS**

The College distributed \$24,570,012 during the year ended June 30, 2023 for student loans through the U.S. Department of Education Federal Direct Loan Program. These distributions and related funding sources are not included as expenses and revenues, nor as cash disbursements and cash receipts in the accompanying financial statements.

**NOTE O - NEW MARKET TAX CREDITS (CAREER AND ADVANCED TECHNOLOGY CENTER PROJECT)**

On April 5, 2018, the Board of Trustees of the College approved a Resolution authorizing the West Regional Center Expansion. The West Regional Center Expansion is a capital project consisting of the development, construction, improvement, furnishing, equipping and fit out of a new building of approximately 75,000 square foot on land owned by the College in West Philadelphia. The building is being referred to as the Career and Advanced Technology Center (the CATC).



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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

The construction of CATC is supported by several mechanisms that include tax-exempt and taxable municipal bonds, Pennsylvania Department of Education capital funding, Redevelopment Assistance Capital Program (RACP) grants and New Market Tax Credits (NMTC).

On August 15, 2018, the Pennsylvania Department of Education approved the College's application for State assistance for the construction of community college facilities to expand the West Regional Center. The Department provided \$10,000,000 towards the capital expense of this Project in the form of debt service for the Series 2019 bonds, with the remainder to be financed by local sponsorship and other sources.

On May 8, 2019, the College successfully issued \$9,155,000 Series 2019 bonds with a premium of \$1,028,784 for total proceeds of \$10,183,784. The Series 2019 bonds were issued to assist with the construction of the CATC.

For additional funding of the CATC, the College utilized NMTC by which investors provide capital to community development entities (CDEs), and in exchange are awarded credits against their federal tax obligations. The NMTC program offers credits against federal income taxes over a seven-year period for Qualified Equity Investments in designated CDEs pursuant to Section 45D of the Internal Revenue Code in order to assist eligible businesses in making investments in certain low-income communities.

The CATC is located at 4750 Market Street, Philadelphia, Pennsylvania, within a census tract that constitutes a "low-income community" and therefore qualified for the NMTC program. CCP Development, LLC (the LLC) was established as a qualified active low-income community business (QALICB) and serves as the leveraged loan lender for the NMTC transaction. The LLC was allocated \$25,945,000 of NMTC's from three separate CDEs which invested in the CATC.

As part of the NMTC transaction, an investment fund (the Fund) was established and funded through an investment of NMTC equity from an investor (Fund Investor). The Fund invested in the three CDEs which made loans to the LLC on December 9, 2020 in the aggregate amount of \$25,945,000.

The construction of the CATC building was completed in August 2022 and leased to the College per the Master Lease Agreement between the LLC and the College. The College is responsible for all operating and maintenance costs of the CATC since completion. The base rent of \$137,500 is due quarterly on the first day of February, May, August and November. A one-time base rent payment in the amount of \$90,000 shall be made on December 9, 2027. A one-time base rent payment in the amount of \$66,000 shall be made on February 1, 2028. Quarterly payments due on payment dates occurring during the period beginning May 1, 2028 and ending on November 1, 2028, shall be in the amount of \$156,000. The College plans to exercise its option to terminate the lease arrangement at the end of the seven-year tax credit investment period.

Interest on the three loans is paid by the LLC, commencing on February 5, 2021, at 1.836% per annum. The notes all mature on November 1, 2050 with interest only payments through October 31, 2028 and principal and interest payments from February 5, 2029 and continuing each annual payment date thereafter through and including August 5, 2050. The College provided a limited payment guaranty and completion guaranty to the CDEs to secure the loans.

The loan receivable and related interest receivable from the Fund to the College are recorded as a loan receivable within the statement of net position. The LLC recorded the three loan obligations owed to the CDEs as notes payable within the statement of net position. Because there is no right of offset between the loan receivable due to the College and the notes payable by the LLC, the loan receivable and notes payable are presented separately in the statement of net position at June 30, 2023.

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**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2023**

The leveraged loans mature on August 1, 2046, and the Fund will pay the College interest only at a rate of 2.197% per annum for the outstanding balance commencing December 9, 2020. Amortization begins February 1, 2029 with the first amortizing payment due February 15, 2029. At the end of the 7-year tax credit investment period, and for the following six months (Put Option Period), between December 9, 2027 and May 9, 2028, the Fund Investor has an option, but not an obligation, to sell to the College the Fund Investor's interest in the Fund for a put exercise price of \$1,000. If the put is not exercised, then the College has the right and option, at any time during the 6-month period following the Put Option Period, to elect to purchase the Fund Investor's interest in the Fund, at an amount equal to the fair market value at the time of exercise.

The College hosted the grand opening of the new CATC Building on August 18, 2022 and classes were held beginning in the fall semester. The building is equipped to serve as a learning hub for the College's updated career training programs centered around the health care, advanced manufacturing and auto tech industries. In September 2022, the College purchased a piece of land on 4701 Chestnut Street for \$6,750,000 million and converted it to a parking lot for CATC employees and students.

**NOTE P - SUBSEQUENT EVENTS**

The College has evaluated subsequent events through October 24, 2023, noting no items which would require disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)

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**SCHEDULES OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS - LAST 10 YEARS\* (UNAUDITED)**

**Years ended June 30,**  
**(Amounts are in thousands)**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>Total OPEB Liability</b>						
Service cost	\$ 4,973	\$ 5,707	\$ 3,923	\$ 5,863	\$ 6,425	\$ 10,624
Interest cost	4,128	3,974	4,952	6,925	5,696	6,234
Difference between expected and actual experience	-	2,021	-	(33,487)	-	(47,379)
Changes in assumptions	(44,333)	4,711	31,764	617	-	(19,251)
Changes in benefit terms	-	-	-	(11,026)	(9,920)	-
Benefit payments	(4,488)	(4,303)	(3,874)	(4,929)	(4,449)	(4,934)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net change in total OPEB liability	(39,720)	12,110	36,765	(36,037)	(2,248)	(54,706)
Total OPEB liability - beginning	188,386	176,276	139,511	175,548	177,796	232,502
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total OPEB liability - ending (a)	<u>\$ 148,666</u>	<u>\$ 188,386</u>	<u>\$ 176,276</u>	<u>\$ 139,511</u>	<u>\$ 175,548</u>	<u>\$ 177,796</u>
<b>Plan Fiduciary Net Position</b>						
Contribution - employer	\$ 4,488	\$ 4,303	\$ 3,874	\$ 4,929	\$ 4,449	\$ 4,934
Benefit payments	(4,488)	(4,303)	(3,874)	(4,929)	(4,449)	(4,934)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net change in plan fiduciary net position	-	-	-	-	-	-
Plan fiduciary net position - beginning	-	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Plan fiduciary net position - ending (b)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net OPEB liability - ending (a)-(b)	<u>\$ 148,666</u>	<u>\$ 188,386</u>	<u>\$ 176,276</u>	<u>\$ 139,511</u>	<u>\$ 175,548</u>	<u>\$ 177,796</u>
Covered-employee payroll	\$ 59,397	\$ 56,145	\$ 55,279	\$ 53,434	\$ 51,546	\$ 54,241
Total OPEB liability as a percentage of covered-employee payroll	250%	336%	319%	261%	341%	328%

\*This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See accompanying report of independent certified public accountants.

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

SCHEDULES OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - LAST 10 YEARS\* (UNAUDITED)

Years ended June 30,

	2023	2022	2021	2020	2019	2018	2017	2016	2015
<b>PSERS</b>									
College's proportion of the net pension liability	0.0035%	0.0028%	0.0028%	0.0030%	0.0034%	0.0034%	0.0035%	0.0032%	0.0026%
College's proportionate share of the net pension liability	\$ 1,556,000	\$ 1,150,000	\$ 1,379,000	\$ 1,403,000	\$ 1,632,000	\$ 1,679,000	\$ 1,734,000	\$ 1,386,000	\$ 1,030,000
College's covered employee payroll	\$ 215,604	\$ 268,640	\$ 244,157	\$ 407,745	\$ 456,911	\$ 455,779	\$ 454,763	\$ 413,104	\$ 335,800
Plan fiduciary net position as a percentage of the total pension liability	61.34%	63.67%	54.32%	55.66%	54.00%	51.84%	50.14%	54.36%	57.24%
<b>SERS</b>									
College's proportion of the net pension liability	0.0174%	0.0173%	0.0155%	0.0149%	0.0148%	0.0160%	0.0147%	0.0110%	0.0120%
College's proportionate share of the net pension liability	\$ 3,991,775	\$ 2,528,564	\$ 2,831,037	\$ 2,710,432	\$ 3,083,795	\$ 2,758,923	\$ 2,827,306	\$ 1,998,201	\$ 1,784,684
College's covered employee payroll	\$ 1,179,551	\$ 1,165,438	\$ 1,021,917	\$ 958,066	\$ 930,394	\$ 979,992	\$ 894,293	\$ 653,759	\$ 692,779
Plan fiduciary net position as a percentage of the total pension liability	61.50%	76.00%	67.00%	63.10%	56.40%	63.00%	57.80%	58.90%	64.80%

\*This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See accompanying report of independent certified public accountants.

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

**SCHEDULES OF EMPLOYER CONTRIBUTIONS - LAST 10 YEARS\* (UNAUDITED)**

Years ended June 30,

	2023	2022	2021	2020	2019	2018	2017	2016	2015
<b>PSERS</b>									
Contractually required contribution	\$ 92,170	\$ 95,000	\$ 175,000	\$ 134,000	\$ 144,000	\$ 130,000	\$ 111,000	\$ 83,000	\$ 52,000
Contribution in relation to the contractually required contribution	92,170	95,000	175,000	134,000	144,000	130,000	111,000	83,000	52,000
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	\$ 215,604	\$ 268,640	\$ 244,157	\$ 407,745	\$ 456,911	\$ 455,779	\$ 454,763	\$ 413,104	\$ 335,800
Contributions as a % of covered employee payroll	42.7497%	35.3633%	71.6752%	32.8637%	31.5160%	28.5226%	24.4083%	20.0918%	15.4854%
<b>SERS</b>									
Contractually required contribution	\$ 263,580	\$ 229,696	\$ 352,495	\$ 334,491	\$ 323,944	\$ 325,667	\$ 301,735	\$ 202,576	\$ 98,248
Contribution in relation to the contractually required contribution	263,580	229,696	352,495	334,491	323,944	325,667	301,735	202,576	98,248
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	\$ 880,309	\$ 1,165,438	\$ 1,021,917	\$ 958,066	\$ 930,394	\$ 979,992	\$ 894,293	\$ 653,759	\$ 692,779
Contributions as a % of covered employee payroll	29.9418%	19.7090%	34.4935%	34.9131%	34.8179%	33.2316%	33.7401%	30.9863%	14.1817%

\*This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See accompanying report of independent certified public accountants.

OTHER SUPPLEMENTARY INFORMATION

**Community College of Philadelphia**  
**(A Component Unit of the City of Philadelphia)**

**REFORMATTED SCHEDULE OF NET POSITION**

Year ended June 30, 2023  
(In thousands)

	<b>Community College of Philadelphia Foundation</b>	<b>CCP Development, LLC</b>
Cash on deposit and on hand	\$ 60,539	\$ -
Investments	41,568	3,067
Accounts receivable	41,624	-
Allowance for doubtful accounts	(1,906)	-
Due from other governments	8,893	-
Restricted assets	21,178	-
Other assets	1,315	54
Property, plant and equipment	174,788	30,084
Total assets	\$ 347,999	\$ 33,205
Deferred outflows of resources:		
Deferred outflows	\$ 15,083	\$ -
Liabilities:		
Vouchers and accounts payable	\$ 12,854	\$ 210
Salaries and wages payable	10,515	-
Accrued expenses	5,022	-
Funds held in escrow	527	-
Due to other governments	221	-
Deferred revenue	19,119	-
Current portion of long-term obligations	6,498	-
Noncurrent portion of long-term obligations	55,630	25,945
Notes payable	34	-
Other post-employment benefits (GASB 75)	154,214	-
Total liabilities	\$ 264,634	\$ 26,155
Deferred inflows of resources:		
Deferred inflows	\$ 60,751	\$ -
Net position:		
Net investment in capital assets	\$ 94,532	\$ -
Restricted for:		
Capital projects	6,022	6,621
Tuition stabilization and scholarships	15,907	429
Unrestricted deficit	(78,763)	-
Total net position	\$ 37,698	\$ 7,050

See accompanying report of independent certified public accountants.



Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

REFORMATTED SCHEDULE OF ACTIVITIES

Year ended June 30, 2023  
(In thousands)

Programs/Functions	Expenses	Program Revenues			Net Expense and Changes in Net Position
		Charge for Services	Operating Grants and Contributions	Capital Grants and Contributions	Education Activities
Community college services	\$ 148,026	\$ 24,075	\$ 50,427	\$ -	\$ 73,524
				General revenues:	
				Grants and contributions*	88,715
				Interest and investment earnings	5,331
				Miscellaneous	4,011
				Total general revenues	98,057
				Change in net assets	24,533
				Net position - beginning	13,165
				Net position - ending	<u>\$ 37,698</u>

\* Includes Commonwealth appropriations of \$37,998,398 and City of Philadelphia appropriations of \$43,061,896.

Programs/Functions	Expenses	Program Revenues			Net Expense and Changes in Net Position
		Charge for Services	Operating Grants and Contributions	Capital Grants and Contributions	Education Activities
CCP Development, LLC services	\$ 1,612	\$ -	\$ (250)	\$ -	\$ 1,862
				General revenues:	
				Grants and contributions	3,064
				Interest and investment earnings	-
				Miscellaneous	550
				Total general revenues	3,614
				Change in net assets	1,752
				Net position - beginning	5,298
				Net position - ending	<u>\$ 7,050</u>

See accompanying report of independent certified public accountants.

**Community College of Philadelphia**  
**(A Component Unit of the City of Philadelphia)**

**SCHEDULE OF CHANGES IN CAPITAL ASSET BALANCES**

Year ended June 30, 2023

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements &amp; Adjustments</u>	<u>Ending Balance</u>
<b>Business-type activities:</b>				
Capital assets not being depreciated:				
Land	\$ 31,094,976	\$ 6,996,600	\$ (246,600)	\$ 37,844,976
Works of art	902,620	-	-	902,620
Construction in process	2,438,533	1,367,064	(2,312,375)	1,493,222
Total capital assets not being depreciated	<u>34,436,129</u>	<u>8,363,664</u>	<u>(2,558,975)</u>	<u>40,240,818</u>
Capital assets being depreciated:				
Buildings	262,896,107	32,104,322	(27,189,546)	267,810,883
Other improvements	23,723,791	438,647	(207,112)	23,955,326
Equipment	17,225,486	7,507,779	(3,399,636)	21,333,629
Furniture	30,991,592	-	-	30,991,592
Total capital assets being depreciated	<u>334,836,976</u>	<u>40,050,748</u>	<u>(30,796,294)</u>	<u>344,091,430</u>
Less accumulated depreciation for:				
Buildings	141,381,738	5,667,459	-	147,049,197
Other improvements	17,876,478	209,239	615,096	18,700,813
Equipment	12,288,145	759,144	(293,441)	12,753,848
Furniture	29,569,347	561,968	-	30,131,315
SBITAs	-	-	909,063	909,063
Total accumulated depreciation	<u>201,115,708</u>	<u>7,197,810</u>	<u>1,230,718</u>	<u>209,544,236</u>
Total capital assets being depreciated, net	<u>133,721,268</u>	<u>32,852,938</u>	<u>(32,027,012)</u>	<u>134,547,194</u>
Business-type activities capital assets, net	<u>\$ 168,157,397</u>	<u>\$ 41,216,602</u>	<u>\$ (34,585,987)</u>	<u>\$ 174,788,012</u>

See accompanying report of independent certified public accountants.

OTHER INFORMATION (UNAUDITED)

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF REVENUES BY SOURCE (UNAUDITED)

Years ended June 30,  
(Amounts expressed in thousands)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Revenues:										
Student tuition and fees (net of scholarship allowances)	\$ 23,247	\$ 24,759	\$ 28,424	\$ 30,536	\$ 32,753	\$ 33,234	\$ 32,992	\$ 31,643	\$ 31,973	\$ 35,338
Sales of auxiliary enterprises	827	113	408	1,413	1,599	1,523	1,737	1,740	1,786	1,671
Other operating revenues	35	13	23	38	42	46	62	87	196	166
<b>Total operating revenues</b>	<b>24,109</b>	<b>24,885</b>	<b>28,855</b>	<b>31,987</b>	<b>34,394</b>	<b>34,803</b>	<b>34,791</b>	<b>33,470</b>	<b>33,955</b>	<b>37,175</b>
State appropriations	33,561	32,341	32,389	32,408	31,820	30,892	30,868	30,128	28,632	28,179
City appropriations	40,637	37,172	34,451	29,847	25,549	23,310	24,189	23,272	21,271	18,346
Federal grants and contracts	40,560	105,571	65,187	52,337	46,098	49,026	48,888	53,551	57,871	58,796
Gifts from the Community College of Philadelphia	67	375	12	95	160	242	835	225	141	100
Foundation	5,722	5,718	6,061	6,621	5,989	7,953	8,126	8,278	7,343	6,591
State grants and contracts	2,260	1,948	2,884	2,522	2,115	1,582	1,528	1,456	1,521	1,704
Nongovernmental grants and contracts	3,813	(3,894)	451	1,691	1,577	36	75	815	365	695
Net investment (loss) income	(2,928)	-	-	-	-	-	-	-	-	-
Interest on capital asset-related debt service	1,149	950	509	578	410	399	378	2,579	1,087	324
Other nonoperating revenue										
<b>Total nonoperating revenues</b>	<b>124,841</b>	<b>180,181</b>	<b>141,944</b>	<b>126,099</b>	<b>113,718</b>	<b>113,440</b>	<b>114,887</b>	<b>120,304</b>	<b>118,231</b>	<b>114,735</b>
Capital appropriations	14,517	11,548	12,990	12,032	11,797	12,450	11,050	12,354	10,859	13,969
<b>Total revenues</b>	<b>\$ 163,467</b>	<b>\$ 216,614</b>	<b>\$ 183,789</b>	<b>\$ 170,118</b>	<b>\$ 159,909</b>	<b>\$ 160,693</b>	<b>\$ 160,728</b>	<b>\$ 166,128</b>	<b>\$ 163,045</b>	<b>\$ 165,879</b>

See accompanying report of independent certified public accountants.

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF REVENUES BY SOURCE (UNAUDITED) - CONTINUED

Years ended June 30,  
(Amounts expressed in percentages)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<b>Revenues:</b>										
Student tuition and fees (net of scholarship allowances)	14.22%	11.43%	15.47%	17.95%	20.48%	20.68%	20.53%	19.05%	19.61%	21.30%
Sales of auxiliary enterprises	0.51	0.05	0.22	0.83	1.00	0.95	1.08	1.05	1.10	1.01
Other operating revenues	0.02	0.10	0.01	0.02	0.03	0.03	0.04	0.05	0.12	0.10
<b>Total operating revenues</b>	<b>14.75</b>	<b>11.49</b>	<b>15.70</b>	<b>18.80</b>	<b>21.51</b>	<b>21.66</b>	<b>21.65</b>	<b>20.15</b>	<b>20.83</b>	<b>22.41</b>
State appropriations	20.53	14.93	17.62	19.05	19.90	19.22	19.21	18.14	17.56	16.99
City appropriations	24.86	17.16	18.74	17.54	15.98	14.51	15.04	14.01	13.05	11.06
Federal grants and contracts	24.81	48.74	35.47	30.77	28.83	30.51	30.42	32.23	35.49	35.45
State grants and contracts	3.50	2.64	3.30	3.89	3.75	4.95	5.06	4.98	4.50	3.97
Gifts from the Community College of Philadelphia	0.04	0.17	0.01	0.06	0.10	0.15	0.52	0.14	0.09	0.06
Foundation	1.38	0.90	1.57	1.48	1.32	0.98	0.95	0.88	0.93	1.02
Nongovernmental grants and contracts	2.33	(1.80)	0.25	0.99	0.99	0.02	0.05	0.49	0.22	0.42
Net investment (loss) income	(1.79)	-	-	-	-	-	-	-	-	-
Interest on capital asset-related debt service	0.70	0.44	0.28	0.34	0.25	0.25	0.24	1.55	0.67	0.20
Other nonoperating revenue										
<b>Total nonoperating revenues</b>	<b>76.37</b>	<b>83.18</b>	<b>77.24</b>	<b>74.12</b>	<b>71.12</b>	<b>70.59</b>	<b>71.49</b>	<b>72.42</b>	<b>72.51</b>	<b>69.17</b>
<b>Capital appropriations</b>	<b>8.88</b>	<b>5.33</b>	<b>7.06</b>	<b>7.08</b>	<b>7.37</b>	<b>7.75</b>	<b>6.86</b>	<b>7.43</b>	<b>6.66</b>	<b>8.42</b>
<b>Total revenues</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

See accompanying report of independent certified public accountants.

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF EXPENSES BY USE (UNAUDITED)

Years ended June 30,  
(Amounts expressed in thousands)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Expenses:										
Salaries	\$ 76,982	\$ 75,891	\$ 74,041	\$ 77,819	\$ 77,462	\$ 76,986	\$ 78,629	\$ 77,931	\$ 77,161	\$ 75,438
Benefits	35,525	36,603	32,570	34,790	34,979	36,259	36,417	36,978	36,140	35,885
Contracted services	10,901	10,983	9,247	9,276	8,045	7,859	6,512	6,458	8,331	9,697
Supplies	1,988	2,927	5,564	4,467	3,060	3,549	3,376	3,857	3,073	3,232
Depreciation	7,198	7,610	7,464	7,783	7,939	8,133	8,204	8,861	9,698	10,490
Student aid	11,552	36,951	12,644	12,052	6,250	7,213	8,770	8,739	8,211	10,459
Other	16,117	23,848	10,231	11,376	13,375	12,092	12,959	13,167	12,815	12,314
GASB 75 (Other post-employment benefits) accrual	(19,154)	(6,274)	(8,754)	(24,590)	(5,426)	12,309	11,703	11,686	8,016	8,641
Total operating expenses	<u>141,109</u>	<u>188,539</u>	<u>143,007</u>	<u>132,973</u>	<u>145,684</u>	<u>164,400</u>	<u>166,570</u>	<u>167,677</u>	<u>163,445</u>	<u>166,156</u>
Interest on capital asset-related debt service	<u>2,929</u>	<u>3,320</u>	<u>3,882</u>	<u>3,604</u>	<u>3,602</u>	<u>3,413</u>	<u>3,263</u>	<u>3,315</u>	<u>4,225</u>	<u>4,258</u>
Total nonoperating expenses	<u>2,929</u>	<u>3,320</u>	<u>3,882</u>	<u>3,604</u>	<u>3,602</u>	<u>3,413</u>	<u>3,263</u>	<u>3,315</u>	<u>4,225</u>	<u>4,258</u>
Total expenses	<u>\$ 144,038</u>	<u>\$ 191,859</u>	<u>\$ 146,889</u>	<u>\$ 136,577</u>	<u>\$ 149,286</u>	<u>\$ 167,813</u>	<u>\$ 169,833</u>	<u>\$ 170,992</u>	<u>\$ 167,670</u>	<u>\$ 170,414</u>

See accompanying report of independent certified public accountants.

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - SCHEDULE OF EXPENSES BY USE (UNAUDITED) - CONTINUED

Years ended June 30,  
(Amounts expressed in percentages)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Expenses:										
Salaries	53.45%	39.56%	50.41%	56.98%	51.89%	45.88%	46.30%	45.57%	46.02%	44.27%
Benefits	24.66	19.08	22.17	25.47	23.43	21.61	21.44	21.63	21.55	21.04
Contracted services	7.57	5.72	6.30	6.79	5.39	4.68	3.83	3.78	4.97	5.69
Supplies	1.38	1.53	3.79	3.27	2.05	2.11	1.99	2.26	1.83	1.90
Depreciation	5.00	3.97	5.08	5.70	5.32	4.85	4.83	5.18	5.78	6.16
Student aid	8.02	19.26	8.61	8.82	4.19	4.30	5.16	5.11	4.90	6.14
Other	11.19	12.43	6.97	8.33	8.96	7.21	7.63	7.70	7.64	7.23
GASB 75 (Other post-employment benefits) accrual	(13.30)	(3.27)	(5.96)	(18.00)	(3.63)					
Total operating expenses	97.97	98.27	97.37	97.36	97.60	97.97	98.07	98.06	97.47	97.50
Interest on capital asset-related debt service	2.03	1.73								2.50
Total nonoperating expenses	2.03	1.73	2.63	2.64	2.40	2.03	1.93	1.94	2.53	2.50
Total expenses	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

See accompanying report of independent certified public accountants.

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

**STATISTICAL SECTION - SCHEDULE OF EXPENSES BY FUNCTION (UNAUDITED)**

Years ended June 30,  
(Amounts expressed in thousands)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Expenses by function:										
Instruction	\$ 49,897	\$ 54,725	\$ 50,333	\$ 49,333	\$ 56,715	\$ 64,578	\$ 65,509	\$ 66,018	\$ 65,046	\$ 66,210
Public service	21	39	38	104	97	145	124	183	86	109
Academic support	15,324	16,437	14,763	13,749	16,405	19,182	18,880	18,824	18,372	17,492
Student services	19,818	20,964	18,891	16,673	20,529	24,212	24,405	25,142	23,494	22,811
Institutional support	21,147	36,592	28,428	19,176	22,640	25,111	24,854	24,429	24,371	25,229
Operation and maintenance of plant	15,675	14,805	10,105	13,445	14,424	15,093	15,013	14,913	13,336	12,586
Depreciation	7,197	7,610	7,464	7,783	7,939	8,133	8,204	8,861	9,698	10,490
Student aid	11,553	36,951	12,644	12,052	6,250	7,213	8,770	8,739	8,211	10,459
Auxiliary enterprises	477	416	342	658	685	733	811	567	831	770
Interest on capital debt	2,929	3,320	3,882	3,604	3,602	3,413	3,263	3,315	4,225	4,258
Total expenses by function	<u>\$ 144,038</u>	<u>\$ 191,859</u>	<u>\$ 146,890</u>	<u>\$ 136,577</u>	<u>\$ 149,286</u>	<u>\$ 167,813</u>	<u>\$ 169,833</u>	<u>\$ 170,991</u>	<u>\$ 167,670</u>	<u>\$ 170,414</u>

(Amounts expressed in percentages)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Expenses by function:										
Instruction	34.64%	28.52%	34.27%	36.12%	37.99%	38.48%	38.57%	38.61%	38.79%	38.85%
Public service	0.01	0.02	0.03	0.08	0.06	0.09	0.07	0.11	0.05	0.06
Academic support	10.64	8.57	10.05	10.07	10.99	11.43	11.12	11.01	10.96	10.26
Student services	13.76	10.93	12.86	12.21	13.75	14.43	14.37	14.70	14.01	13.39
Institutional support	14.68	19.07	19.35	14.04	15.17	14.96	14.63	14.29	14.54	14.80
Operation and maintenance of plant	10.88	7.72	6.88	9.84	9.66	8.99	8.84	8.72	7.95	7.39
Depreciation	5.00	3.97	5.08	5.70	5.32	4.85	4.83	5.18	5.78	6.16
Student aid	8.02	19.26	8.61	8.82	4.19	4.30	5.16	5.11	4.90	6.14
Auxiliary enterprises	0.33	0.22	0.23	0.48	0.46	0.44	0.48	0.33	0.50	0.45
Interest on capital debt	2.03	1.73	2.64	2.64	2.41	2.03	1.92	1.94	2.52	2.50
Total expenses by function	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

See accompanying report of independent certified public accountants.



Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

**STATISTICAL SECTION - SCHEDULE OF NET POSITION AND CHANGES IN NET POSITION (UNAUDITED)**

Years ended June 30,  
(Amounts expressed in thousands)

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total revenues (from schedule of revenues by source)	\$ 148,950	\$ 205,066	\$ 170,798	\$ 158,085	\$ 148,112	\$ 148,423	\$ 149,678	\$ 153,776	\$ 152,186	\$ 151,910
Total operating expenses (from schedule of expenses by use)	144,038	191,859	146,889	136,578	149,286	167,813	169,833	170,992	167,670	170,414
Total changes in net position	4,912	13,207	23,909	21,507	(1,174)	(19,390)	(20,155)	(17,216)	(15,484)	(18,504)
Net position, beginning	(3,611)	(28,368)	(65,267)	(98,807)	(109,429)	51,951	61,057	65,919	72,538	77,072
Net position, ending	<u>\$ 1,301</u>	<u>\$ (15,161)</u>	<u>\$ (41,358)</u>	<u>\$ (77,300)</u>	<u>\$ (110,603)</u>	<u>\$ 32,561</u>	<u>\$ 40,902</u>	<u>\$ 48,703</u>	<u>\$ 57,054</u>	<u>\$ 58,568</u>
Net investment in capital assets	\$ 94,532	\$ 110,433	\$ 116,734	\$ 104,726	\$ 103,869	\$ 102,005	\$ 99,772	\$ 98,776	\$ 96,979	\$ 93,771
Restricted - expendable	6,205	5,784	5,727	5,439	5,284	5,101	4,939	4,912	4,742	4,742
Unrestricted	(81,989)	(119,828)	(150,829)	(175,432)	(207,960)	(216,535)	(52,760)	(42,631)	(35,802)	(25,975)
Total net position	<u>\$ 18,748</u>	<u>\$ (3,611)</u>	<u>\$ (28,368)</u>	<u>\$ (65,267)</u>	<u>\$ (98,807)</u>	<u>\$ (109,429)</u>	<u>\$ 51,951</u>	<u>\$ 61,057</u>	<u>\$ 65,919</u>	<u>\$ 72,538</u>

Source: Audited financial statements.

See accompanying report of independent certified public accountants.

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

STATISTICAL SECTION - FISCAL YEAR ENROLLMENT AND DEGREE STATISTICS (UNAUDITED)

Years ended June 30,

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<b>Enrollments and student demographics:</b>										
Credit FTE	9,161	8,935	10,608	12,331	12,740	13,596	13,659	14,481	14,851	15,051
Unduplicated Credit Headcount	16,769	16,596	19,266	22,160	23,139	24,443	25,571	26,837	27,942	28,096
Percentage - Men	33.2%	31.6%	31.2%	34.7%	36.3%	36.3%	37.1%	37.8%	37.7%	37.7%
Percentage - Women	66.2	68.4	68.4	65.3	63.7	63.7	62.9	62.2	62.3	62.3
Percentage - Black	44.7	42.5	41.7	41.9	43.1	48.1	48.8	49.4	50.7	50.2
Percentage - White	20.7	23.3	24.4	22.9	23.2	23.5	24.0	23.8	23.9	24.3
Percentage - Asian	10.7	10.8	10.4	11.8	11.4	9.8	9.4	8.9	8.4	8.2
Percentage - Hispanic	17.1	16.4	15.7	15.9	14.9	14.0	13.0	12.8	11.8	11.4
Percentage - American Indian/other	4.2	4.1	4.0	3.9	4.0	0.3	0.3	0.3	0.4	0.4
Percentage - Unknown	2.6	3.0	3.8	3.6	3.4	4.3	4.5	4.8	4.8	5.6
<b>Degrees awarded:</b>										
Associate	1,429	1,806	1,954	1,761	1,770	1,731	1,794	1,880	1,916	1,857
Certificate	154	229	178	225	331	495	471	475	446	338

Source: Department of Institutional Research.

See accompanying report of independent certified public accountants.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**STATISTICAL SECTION - FACULTY AND STAFF STATISTICS (UNAUDITED)**

For Fall Term in Year

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Faculty:										
Part-time	614	526	297	452	567	543	548	676	635	643
Full-time	279	361	310	336	438	443	467	400	395	407
Percentage tenured	86.4%	74.2%	77.7%	77.7%	67.1%	65.2%	61.8%	74.0%	81.7%	79.9%
Administrative and support staff:										
Part-time	37	77	55	82	76	40	38	18	11	12
Full-time	500	495	503	506	474	470	466	445	453	441
Total employees:										
Part-time	651	603	352	534	643	583	586	694	646	655
Full-time	779	856	813	842	912	913	933	845	848	848
Students per full-time staff:										
Number credit students	11,636	11,647	13,672	15,996	16,672	17,296	18,126	18,099	19,119	19,066
Faculty	42	32	44	48	38	39	39	45	47	47
Administrative and support staff	23	24	27	32	35	37	39	41	42	43
Average annual faculty salary	\$ 69,675	\$ 61,894	\$ 66,597	\$ 65,300	\$ 75,020	\$ 67,883	\$ 69,196	\$ 63,789	\$ 65,212	\$ 64,059

Source: Institutional Human Resource Records.

**GROSS SQUARE FEET OF COLLEGE BUILDINGS (UNAUDITED)**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Main Campus - Buildings	911,051	911,051	911,051	911,051	911,051	911,051	911,051	911,051	911,051	900,613
Main Campus - 17 Street Garage	230,360	230,360	230,360	230,360	230,360	230,360	230,360	230,360	230,360	230,360
Main Campus Recreation Deck	62,600	62,600	62,600	62,600	62,600	62,600	62,600	62,600	62,600	62,600
Main Campus - CBI Garage	74,902	74,902	74,902	74,902	74,902	74,902	74,902	74,902	74,902	74,902
Main Campus - 434 North 15th Street	88,500	88,500	88,500	88,500	88,500	88,500	88,500	88,500	88,500	88,500
Northeast Regional Center	109,075	109,075	109,075	109,075	109,075	109,075	109,075	109,075	109,075	109,075
West Regional Center	39,394	39,394	39,394	39,394	39,394	39,394	39,394	39,394	39,394	39,394
Northwest Regional Center	90,000	-	-	-	-	-	-	-	-	-
Career & Advance Technology Center (CATC)	75,500	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Total gross square feet	<u>1,681,382</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,605,882</u>	<u>1,595,444</u>

Source: Institutional Physical Plant Records.

See accompanying report of independent certified public accountants.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**DEMOGRAPHIC STATISTICS (UNAUDITED)**

**City of Philadelphia Last Ten Calendar Years**

Year:	<u>Population as of June 30</u>	<u>Average Annual Unemployment Rate</u>
2013 – 14	1,553,165	7.8
2014 – 15	1,560,297	7.4
2015 – 16	1,567,442	6.9
2016 – 17	1,567,872	5.9
2017 – 18	1,580,863	5.7
2018 – 19	1,584,138	5.1
2019 – 20	1,584,064	7.8
2020 – 21	1,587,232	9.4
2021 – 22	1,576,251	5.7
2022 – 23	1,567,258	4.4

*Sources: United States Census Bureau and Bureau of Labor Statistics*

See accompanying report of independent certified public accountants.

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**GRANT THORNTON LLP**2001 Market St., Suite 700  
Philadelphia, PA 19103**D** +1 215 561 4200  
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ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY THE UNIFORM GUIDANCE**Board of Trustees  
Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the business-type activities and discretely presented component units of Community College of Philadelphia (the College) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the College's basic financial statements. We issued our report thereon, dated October 24, 2023, which expressed an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the College's basic financial statements. We have not performed any procedures with respect to the audited financial statements subsequent to October 24, 2023.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures. These additional procedures included comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Philadelphia, Pennsylvania  
March 21, 2024

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

Year ended June 30, 2023

Federal Grantor/Pass-Through Grantor Program or Cluster Title	Assistance Listings Number	Provided to Subrecipients	Pass-Through Grantor Number	Expenditures
U.S. Department of Education				
Student Financial Assistance Cluster				
Federal Supplemental Educational Opportunity Grants (FSEOG)	84.007	\$ -		\$ 1,270,951
Federal Work-Study Program (FWS)	84.033	-		150,559
Federal Pell Grant Program (PELL)	84.063	-		28,928,414
Federal Direct Student Loans (Direct Loan)	84.268	-		24,570,013
Total Student Financial Assistance Cluster		-		54,919,937
TRIO Cluster				
TRIO Student Support Services	84.042A	-		303,786
TRIO Upward Bound	84.047A	-		357,997
Total TRIO Cluster		-		661,783
Strengthening Minority-Serving Institutions				
Child Care Access Means Parents in School Program	84.382A	-		464,075
Higher Education - Institutional Aid	84.335A	-		468,996
	84.031A	-		617,315
COVID-19: Higher Education Emergency Relief Fund (HEERF) Student Aid Portion				
COVID-19: HEERF - Institutional Portion	84.425E	-		1,421,242
COVID-19: Supplemental Support under the American Rescue Plan (SSARP)	84.425F	-		686,169
	84.425T	-		5,128,108
Total Education Stabilization Fund		-		7,235,519
Passed-through Pennsylvania Department of Education				
Career and Technical Education – Basic Grants to States	84.048A	-	FA-381-21-0011	2,817,731
Total U.S. Department of Education		-		67,185,356
U.S. Department of Health and Human Services				
Passed-through the Commonwealth of Pennsylvania, Department of Human Services				
Temporary Assistance for Needy Families (TANF)	93.558	-	4100081210	162,943
Total U.S. Department of Health and Human Services		-		162,943
Research and Development Cluster				
National Science Foundation				
Passed-through The Trustees of the University of Pennsylvania				
Engineering: NNCI: Mid-Atlantic Nanotechnology Hub (MANTH)	47.041	-	ECCS-2025608	28,891
Passed-through Drexel University				
STEM Education (formerly Education and Human Resources)	47.076	-	HRD-2008197	28,333
Passed-through Saint Joseph's University				
STEM Education (formerly Education and Human Resources): Noyce Scholars Program	47.076	-	1758353	26,623
Passed-through The Wister Institute				
STEM Education (formerly Education and Human Resources): Bio Technician Training ECEE	47.076	-	2100072	6,598
Passed-through Carnegie Mellon University				
STEM Education (formerly Education and Human Resources): ATE Transportation Technology	47.076	-	2202008	75,977
Passed-through Pasadena Area Community College				
STEM Education (formerly Education and Human Resources): Micro Nano Technology Collaborative	47.076	-	2000281	42,564
Total Research and Development Cluster		-		208,986
SNAP Cluster				
U.S. Department of Agriculture				
Passed-through DHS - Bureau of Program Support				
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	-	4100081210	437,327
U.S. Department of Commerce				
Passed-through National Institute of Standards and Technology				
Connecting Minority Communities Pilot Program				
NTIA/Broadband-Connection Minority Communities	11.028	-	42-09-C13040	120,000
Total Expenditures of Federal Awards		\$ -		\$ 68,114,612

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**June 30, 2023**

**NOTE A - BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") summarizes the expenditures of the College under programs of the federal government for the year ended June 30, 2023. The Schedule of Expenditures of Federal awards presents only a selected portion of the operations of the College; it is not intended to, and does not, present the financial position, changes in net position, and cash flows of the College.

For the purposes of the Schedule of Expenditures of Federal Awards, federal awards include all grants, contracts and similar agreements entered into directly between the College and agencies and departments of the federal government and all sub-awards to the College by non-federal organizations pursuant to federal grants, contracts and similar agreements. Federal awards are included in federal grants and contracts on the accompanying statement of revenues, expenses, and changes in net position.

**NOTE B - BASIS OF ACCOUNTING**

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting. The information in the schedule is presented in accordance with *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in the schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**NOTE C - FEDERAL STUDENT LOAN PROGRAM**

Federally guaranteed loans issued to students of the College during the year ended June 30, 2023 totaled \$24,570,013. This amount has been included in the Schedule. The College is responsible only for the performance of certain administrative duties with respect to federally guaranteed student loan programs, and accordingly, these loans are not included in its financial statements.

**NOTE D - ADMINISTRATIVE COSTS**

The College's expenditures include administrative expenses of \$40,145 for Federal Pell Grants and \$7,528 in Federal Work Study.

**NOTE E - INDIRECT COST RATE**

Indirect costs allocated to federal awards were based on predetermined rates negotiated with the College's cognizant federal agency. The College has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT  
AUDITING STANDARDS**

Board of Trustees  
Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the business-type activities and the aggregate discretely presented component units of Community College of Philadelphia (the College) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated October 24, 2023.

**Report on internal control over financial reporting**

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



**Report on compliance and other matters**

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

*Grant Thornton LLP*

Philadelphia, Pennsylvania  
October 24, 2023

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**GRANT THORNTON LLP**

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## **REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Trustees  
Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

### **Report on compliance for each major federal program**

#### **Opinion on each major federal program**

We have audited the compliance of Community College of Philadelphia (the College) with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget's *OMB Compliance Supplement* that could have a direct and material effect on each of the College's major federal programs for the year ended June 30, 2023. The College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

#### **Basis for opinion on each major federal program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (US GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the College and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the College's compliance with the compliance requirements referred to above.

#### **Responsibilities of management for compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the College's federal programs.

**Auditor's responsibilities for the audit of compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with US GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the College's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with US GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

**Other matter**

The results of our audit procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2023-001. Our opinion on each major federal program is not modified with respect to this matter.

*Government Auditing Standards* requires the auditor to perform limited procedures on the College's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The College's response was not subjected to the other auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on the College's response.

## Report on internal control over compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as item 2023-001, that we consider to be a significant deficiency in the College's internal control over compliance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Government Auditing Standards* requires the auditor to perform limited procedures on the College's response to the internal control over compliance finding identified in our audit described in the accompanying schedule of findings and questioned costs. The College's response was not subjected to the other auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on the College's response.

The purpose of this Report on Internal Control Over Compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Grant Thornton LLP*

Philadelphia, Pennsylvania  
March 21, 2024

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**June 30, 2023**

**Section I - Summary of Auditor's Results**

***Financial Statements***

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ yes   X   no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? \_\_\_\_\_ yes   X   none reported
- Noncompliance material to financial statements noted? \_\_\_\_\_ yes   X   no

***Federal Awards***

Internal control over major programs:

- Material weakness(es) identified? \_\_\_\_\_ yes   X   no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)?   X   yes \_\_\_\_\_ none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?   X   yes \_\_\_\_\_ no

Identification of major programs:

<u>Assistance Listing Numbers</u>	<u>Name of Federal Program or Cluster</u>
	Student Financial Assistance Cluster:
84.007	Federal Supplemental Educational Opportunity Grants (FSEOG)
84.033	Federal Work-Study Program (FWS)
84.063	Federal Pell Grant Program (PELL)
84.268	Federal Direct Student Loans (Direct Loan)
84.425	Education Stabilization Fund
84.048A	Career and Technical Education – Basic Grants to States

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee?   X   yes \_\_\_\_\_ no

**Section II - Financial Statement Findings**

No matters were reported.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED**

**June 30, 2023**

**Section III - Federal Award Findings and Questioned Costs**

***Finding 2023-001***

Special Tests and Provisions - Enrollment Reporting Compliance and Internal Control (Significant Deficiency)

U.S. Department of Education - Student Financial Assistance Cluster  
Federal Award Year: 2022-2023

***Criteria and Context:***

Under the Pell grant and U.S. Department of Education (“ED”) direct loan programs, institutions are required to report enrollment information via the National Students Loan Data System (“NSLDS”) (OMB No. 18450035) (Pell, 34 CFR 690.83(b)(2); Direct Loan, 34 CFR 685.309). The administration of the Title IV programs depends on the accuracy and timeliness of the enrollment information reported by institutions. Institutions must review, update, and verify student enrollment statuses, program information, and effective dates that appear on the Enrollment Reporting Roster file or on the Enrollment Maintenance page of the NSLDS Professional Access (NSLDSFAP) website. The data on the institution’s Enrollment Reporting Roster, or Enrollment Maintenance page, is what NSLDS has as the most recently certified enrollment information. There are two categories of enrollment information; “Campus Level” and “Program Level,” both of which need to be reported accurately and have separate record types. The NSLDS enrollment Reporting Guide provides the requirements and guidance for reporting enrollment details using the NSLDS Enrollment Reporting Process.

Institutions must complete and return within 15 days the Enrollment Reporting roster file placed in their Student Aid Internet Gateway (SAIG) (OMB No. 1845-0002) mailboxes sent by ED via NSLDS. An institution determines how often it receives the Enrollment Reporting roster file with the default set at a minimum of every 60 days. Once received, the institution must update for changes in the data elements for the Campus Record and the Program Record identified above, and submit the changes electronically through the batch method, spreadsheet submittal, or the NSLDS website (Pell, 34 CFR 690.83(b)(2); Direct Loan, 34 CFR 685.309). Institutions are responsible for timely reporting, whether they report directly or via a third-party servicer. A student’s enrollment status determines eligibility for in-school status, deferment, and grace periods. Enrollment Reporting in a timely and accurate manner is critical for effective management of the programs. Enrollment information must be reported within 30 days whenever attendance changes for students unless a roster will be submitted within 60 days. These changes include reductions or increases in attendance levels, withdrawals, graduations, or approved leaves-of-absence.

***Condition and Sample Method:***

From a non-statistical sample of forty (40) students tested who graduated, withdrew, or otherwise had an enrollment status change during the year, we identified one (1) student whose Graduated status was reported to the NSLDS more than 60 days after the students’ respective Graduation date (143 days late).

***Cause:***

While the College has established policies and procedures to ensure that the required reports are accurately completed and submitted on a timely basis to the NSLDS, we noted oversight on the timely reporting for one (1) graduated student. This resulted in the College missing the 60-day timing requirement for NSLDS reporting and resulted in the non-compliance noted.

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED**

**June 30, 2023**

***Effect:***

There is a delay in the NSLDS obtaining the required information regarding the enrollment status changes of students.

***Questioned Costs:***

None identified.

***Identified as a Repeat Finding:***

No.

***Recommendation:***

We recommend that management ensure that staff who will be submitting data to the NSLDS are aware of the compliance requirements and the appropriate level of timely review happens for student status changes to ensure they are timely submitted to NSLDS without exception.

***Views of Responsible Officials and Planned Corrective Action:***

***Responsible Officials:***

- Dr. Raye Thompson, Executive Director of Enrollment Management Operations and Compliance
- Tarsha D. Washington Director, Office of Student Records and Registration

***Corrective Action:***

1. The Associate Director of Academic Records will certify enrollment every 30 days to ensure timely submission to NSLDS.
2. The Associate Director of Academic Records will identify and resolve all errors identified by NSLDS, which will be resolved within ten days.
3. Winter graduates will be placed on a schedule to ensure timely submission and reporting to NSLDS.
4. The Associate Director of Academic Records will be responsible for completing all National Clearinghouse training and providing training to staff members involved in the reporting submission to ensure that all information is collected and reported promptly.
5. Regular internal audits will be scheduled and conducted to identify improvement areas to ensure enrollment reporting compliance.

***Individual Responsible for Corrective Action:***

- Charletha C. Porter, Associate Director Academic Records

***Anticipated Completion Date for Corrective Action:***

Completed - Process corrected as of January 2024

**Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)**

**SUMMARY OF PRIOR YEAR AUDIT FINDINGS**

**June 30, 2023**

No matters to report.



**Raye Thompson, Ed.D.**  
**Executive Director of Enrollment Operations and Compliance**  
**1700 Spring Garden Street**  
**Philadelphia, PA 19130**

**Finding 2023-001**

Special Tests and Provisions - Enrollment Reporting Compliance and Internal Control (Significant Deficiency)

U.S. Department of Education - Student Financial Assistance Cluster  
Federal Award Year: 2022-2023

**Views of Responsible Officials and Planned Corrective Action:**

**Responsible Officials:**

- Dr. Raye Thompson, Executive Director of Enrollment Management Operations and Compliance
- Tarsha D. Washington Director, Office of Student Records and Registration

**Corrective Action:**

1. The Associate Director of Academic Records will certify enrollment every 30 days to ensure timely submission to NSLDS.
2. The Associate Director of Academic Records will identify and resolve all errors identified by NSLDS, which will be resolved within ten days.
3. Winter graduates will be placed on a schedule to ensure timely submission and reporting to NSLDS.
4. The Associate Director of Academic Records will be responsible for completing all National Clearinghouse training and providing training to staff members involved in the reporting submission to ensure that all information is collected and reported promptly.
5. Regular internal audits will be scheduled and conducted to identify improvement areas to ensure enrollment reporting compliance.

**Individual Responsible for Corrective Action:**

- Charletha C. Porter, Associate Director Academic Records

**Anticipated Completion Date for Corrective Action:**

Completed - Process corrected as of January 2024



**Dr. Raye Thompson, Ed.D.**  
Executive Director of Enrollment Operations and Compliance  
Telephone: (215) 751-8259  
Email: [rthompson@ccp.edu](mailto:rthompson@ccp.edu)

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**GRANT THORNTON LLP**

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

Board of Trustees  
Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)  
Pennsylvania Department of Human Services

We have performed the procedures enumerated below related to Community College of Philadelphia's (the College) compliance with the requirements listed in Audit Clause A of the Pennsylvania KEYS agreement between the College and the Pennsylvania Department of Human Services (DHS) (the specified requirements) during the period July 1, 2022 to June 30, 2023 (the Subject Matter). The College's management is responsible for its compliance with those requirements.

The College has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating the College's compliance with the specified requirements during the period July 1, 2022 to June 30, 2023. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. Consequently, we make no representation regarding the appropriateness of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and the associated findings are as follows.

1. Verified by comparison the amounts and classifications that the Supplemental Schedule of Revenues and Expenditures which summarizes amounts reported to DHS for the year ended June 30, 2023, have been accurately compiled and reflect the audited books and records of the College.

*No exceptions noted.*

2. Verified by comparison to the example schedules included in the specified requirements that these schedules are presented, at a minimum, at the level of detail that directly mirrors the budget page (Rider 3) of the subject matter. The Supplemental Schedule of Revenues and Expenditures should mirror the line items on the budget pages of the contract and include a budget and an actual expenditure column pertaining to the period.

*No exceptions noted.*

3. Inquired of management regarding adjustments to reported revenues or expenditures, which were not reflected on the reports submitted to DHS for the period in question.

*No such adjustments noted.*

4. Disclose any adjustments and/or findings and identify which have not been reflected in the corresponding schedules.

*No such adjustments or findings noted.*

5. The supplemental schedule to be included in the College's single audit reporting package for the year ended June 30, 2023, is a reconciliation of the expenditures listed on the Schedule of Expenditures of Federal Awards ("SEFA") to the Federal award income received from DHS ("reconciliation schedule") as required by DHS and noted in the revenue audit confirmation received from the Commonwealth of Pennsylvania. The procedures performed on the reconciliation schedule were as follows:
  - a. Agreed the expenditure amounts listed on the reconciliation schedule under the "Federal Expenditures per the SEFA" column to the audited SEFA.
  - b. Agreed the receipt amounts listed on the reconciliation schedule under the "Federal Awards Received per the audit confirmation reply from Pennsylvania" column to the sub-recipient Federal amounts that are reflected in the audit confirmation reply from the Commonwealth of Pennsylvania.
  - c. Recalculated the amounts listed under the "Difference" column.
  - d. Agreed the amounts listed under the "Difference" column to the audited books and records of the College.
  - e. Agreed the "Detailed Explanation of the Differences" to the audited books and records of the College.
  - f. Based on the procedures detailed above, disclosed any adjustments and/or findings which have not been reflected on the corresponding schedules.

*No exceptions noted.*

We were engaged by the College to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

The purpose of this agreed-upon procedures report is solely to report our findings based on the specific procedures performed on the Subject Matter for the purpose of assisting the College and DHS in evaluating compliance with the specified requirements. Accordingly, this report is not suitable for any other purpose.

*Grant Thornton LLP*

Philadelphia, Pennsylvania  
March 21, 2024

Community College of Philadelphia  
(A Component Unit of the City of Philadelphia)

**SCHEDULE OF FEDERAL AWARDS PASSED THROUGH THE PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES**

Year ended June 30, 2023

Federal Grantor Program	Assistance Listing Number	Federal Expenditures Per the SEFA	Federal Awards Received per the Audit Confirmation Reply from Pennsylvania Department of Human Services	Difference	Detailed Explanation of the Differences
Temporary Assistance for Needy Families (TANF) Program	93.558	\$ 162,943	\$ 162,943	\$ -	N/A
Supplemental Nutrition and Assistance Program (SNAP)	10.561	\$ 437,327	\$ 437,327	\$ -	N/A

7/01/22-6/30/2023		Supplemental Schedule of Revenues and Expenditures KEYS 22-23		7/01/22-6/30/2023	
AGENCY: Community College of Philadelphia AGENCY ADDRESS: 1700 Spring Garden St M 1-7, Philadelphia, PA 19130-3936 Contract Number: 4100081210 SAP VENDOR #: 139658					
EXPENDITURES					
	BUDGETED AMOUNT	CUMULATIVE YTD ACTUAL EXPENSES	BALANCE OF BUDGETED AMOUNT		
<b>ADMINISTRATION COSTS (Not to exceed 10% of total grant award)</b>					
<b>A. PERSONNEL</b>					
Staff Salaries	\$ -	\$ -	\$ -		
Staff Fringe Benefits	\$ -	\$ -	\$ -		
<b>Total Salaries/Fringe Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>B. EQUIPMENT AND SUPPLIES</b>					
	\$ 1,200.00	\$ 121.11	\$ 1,078.89		
<b>C. OPERATING EXPENSES</b>					
	\$ 2,000.00	\$ 2,000.00	\$ -		
<b>TOTAL ADMINISTRATION COSTS</b>	<b>\$ 3,200.00</b>	<b>\$ 2,121.11</b>	<b>\$ 1,078.89</b>		
<b>PROGRAM COSTS (Direct Training)</b>					
<b>A. PERSONNEL</b>					
Staff Salaries	\$ 395,973.00	\$ 289,026.18	\$ 106,946.82		
Staff Fringe Benefits	\$ 118,973.00	\$ 93,653.35	\$ 25,319.65		
<b>Total Personnel</b>	<b>\$ 514,946.00</b>	<b>\$ 382,679.53</b>	<b>\$ 132,266.47</b>		
<b>B. EQUIPMENT AND SUPPLIES</b>					
	\$ 56,664.50	\$ 39,086.49	\$ 17,578.01		
<b>C. OPERATING EXPENSES</b>					
	\$ 28,155.00	\$ 1,375.00	\$ 26,780.00		
<b>D. OTHER PROGRAM EXPENSES</b>					
	\$ 291,210.50	\$ 175,007.76	\$ 116,202.74		
<b>TOTAL SUBCONTRACTED EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TOTAL PROGRAM COSTS</b>	<b>\$ 890,976.00</b>	<b>\$ 598,148.78</b>	<b>\$ 292,827.22</b>		
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$ 894,176.00</b>	<b>\$ 600,269.89</b>	<b>\$ 293,906.11</b>		
<b>DETAILED PAGE - ADMINISTRATION EXPENSES</b>					
Category	BUDGETED AMOUNT	CUMULATIVE YTD ACTUAL EXPENSES	BALANCE OF BUDGETED AMOUNT		
<b>PERSONNEL (Please include the % of time spent on grant)</b>					
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		
<b>TOTAL ADMINISTRATIVE SALARIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>FRINGE BENEFITS</b>					
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		
<b>TOTAL FRINGE BENEFITS CHARGED TO ADMINISTRATIVE SALARIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TOTAL ADMINISTRATIVE SALARIES &amp; FRINGE BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>EQUIPMENT AND SUPPLIES</b>					
Consumable Supplies	\$ -	\$ -	\$ -		
Equipment Rental	\$ 1,200.00	\$ 121.11	\$ 1,078.89		
Equipment Purchases	\$ -	\$ -	\$ -		
<b>TOTAL EQUIPMENT AND SUPPLIES</b>	<b>\$ 1,200.00</b>	<b>\$ 121.11</b>	<b>\$ 1,078.89</b>		
<b>OPERATING EXPENSES</b>					
Advertising	\$ -	\$ -	\$ -		
Audit	\$ 2,000.00	\$ 2,000.00	\$ -		
Consultant Services	\$ -	\$ -	\$ -		
Dues and Subscriptions	\$ -	\$ -	\$ -		
Insurance	\$ -	\$ -	\$ -		
Postage	\$ -	\$ -	\$ -		
Printing	\$ -	\$ -	\$ -		
Telephone	\$ -	\$ -	\$ -		
Maintenance	\$ -	\$ -	\$ -		
Rent	\$ -	\$ -	\$ -		
Utilities	\$ -	\$ -	\$ -		
Travel	\$ -	\$ -	\$ -		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>		
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 3,200.00</b>	<b>\$ 2,121.11</b>	<b>\$ 1,078.89</b>		

DETAILED PAGE - PROGRAM ACTIVITIES / SUBCONTRACTORS

Category	BUDGETED AMOUNT	CUMULATIVE YTD ACTUAL EXPENSES	BALANCE OF BUDGETED AMOUNT
<b>PERSONNEL (Please include % of time spent on grant)</b>			
Project Director-KEYS Program (100%)H.P	\$ 70,000.00	\$ 68,989.23	\$ 1,010.77
Student Facilitator 1, KEYS (100%)M.G	\$ 50,000.00	\$ 48,928.09	\$ 1,071.91
Student Facilitator 2, KEYS (100%)G.H	\$ 50,000.00	\$ 49,413.40	\$ 586.60
Student Facilitator 3, KEYS (100%)G.JW	\$ 50,000.00	\$ 49,742.53	\$ 257.47
Student Facilitator 4, KEYS (100%)B.P-D.S	\$ 50,000.00	\$ 29,504.05	\$ 20,495.95
Student Facilitator 5, KEYS (100%)	\$ 50,000.00	\$ -	\$ 50,000.00
Student Facilitator 6, KEYS (100%)	\$ -	\$ -	\$ -
Student Facilitator 7, KEYS (100%)	\$ -	\$ -	\$ -
Administrative Associate (100%)	\$ 40,973.00	\$ 42,448.88	\$ (1,475.88)
Academic Mentor (\$15/hr. PT @ 20 hours a week)	\$ 15,000.00	\$ -	\$ 15,000.00
Academic Mentor 2 (\$15/hr. PT @ 20 hours a week)	\$ 15,000.00	\$ -	\$ 15,000.00
Student Workers (\$10/hr. PT up to 1200 hours)	\$ 5,000.00	\$ -	\$ 5,000.00
	\$ -	\$ -	\$ -
<b>TOTAL PROGRAM SALARIES</b>	<b>\$ 395,973.00</b>	<b>\$ 289,026.18</b>	<b>\$ 106,946.82</b>
<b>FRINGE BENEFITS</b>			
FICA & Medicare	\$ 15,166.00	\$ 11,039.50	\$ 4,126.50
Health Insurance	\$ 64,145.00	\$ 51,204.48	\$ 12,940.52
Unemployment Compensation	\$ 1,584.00	\$ 1,152.96	\$ 431.04
Worker's Comp.	\$ 1,980.00	\$ 1,441.26	\$ 538.74
Pension	\$ 36,098.00	\$ 28,815.15	\$ 7,282.85
	\$ -	\$ -	\$ -
<b>TOTAL FRINGE BENEFITS CHARGED TO PROGRAM SALARIES</b>	<b>\$ 118,973.00</b>	<b>\$ 93,653.35</b>	<b>\$ 25,319.65</b>
<b>TOTAL PROGRAM SALARIES &amp; FRINGE BENEFITS</b>	<b>\$ 514,946.00</b>	<b>\$ 382,679.53</b>	<b>\$ 132,266.47</b>
<b>EQUIPMENT AND SUPPLIES</b>			
Consumable Supplies	\$ 18,910.00	\$ 7,146.40	\$ 11,763.60
Equipment Rental	\$ -	\$ -	\$ -
Equipment Purchases	\$ 32,243.50	\$ 31,940.09	\$ 303.41
Educational Software	\$ 5,511.00	\$ -	\$ 5,511.00
	\$ -	\$ -	\$ -
<b>TOTAL EQUIPMENT AND SUPPLIES</b>	<b>\$ 56,664.50</b>	<b>\$ 39,086.49</b>	<b>\$ 17,578.01</b>
<b>OPERATING EXPENSES</b>			
Dues and Subscriptions	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Postage	\$ 2,400.00	\$ -	\$ 2,400.00
Printing	\$ 13,040.00	\$ -	\$ 13,040.00
Telephone	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -
Travel	\$ 12,715.00	\$ 1,375.00	\$ 11,340.00
	\$ -	\$ -	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 28,155.00</b>	<b>\$ 1,375.00</b>	<b>\$ 26,780.00</b>
<b>Other Program Expenses</b>			
Allowable Incentives	\$ 48,956.00	\$ 48,956.00	\$ -
Participant Reimbursement	\$ 22,498.00	\$ 12,575.93	\$ 9,922.07
Career Fairs/Conferences	\$ -	\$ -	\$ -
Educational Enrichment/Prof. Development	\$ 11,646.00	\$ 6,900.00	\$ 4,746.00
Hospitality (career camps, students mtgs., etc.)	\$ -	\$ -	\$ -
Graduation	\$ -	\$ -	\$ -
VWE/PWE	\$ 64,251.00	\$ -	\$ 64,251.00
Pre-enrollment Services/College Prep	\$ 12,000.00	\$ -	\$ 12,000.00
Tuition Assistance	\$ 131,859.50	\$ 106,575.83	\$ 25,283.67
<b>TOTAL OTHER PROGRAM EXPENSES</b>	<b>\$ 291,210.50</b>	<b>\$ 175,007.76</b>	<b>\$ 116,202.74</b>
<b>Subcontractors</b>	\$ -	\$ -	\$ -
<b>TOTAL SUBCONTRACTOR EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL PROGRAM EXPENSES</b>	<b>\$ 890,976.00</b>	<b>\$ 598,148.78</b>	<b>\$ 292,827.22</b>
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$ 894,176.00</b>	<b>\$ 600,269.89</b>	<b>\$ 293,906.11</b>

COMMUNITY COLLEGE OF PHILADELPHIA  
Proceedings of the Meeting of the Board of Trustees  
Thursday, March 14, 2024 – 2:30 p.m.  
Isadore A. Shrager Boardroom, Room M2-1

Present: Ms. Rosalyn McPherson, presiding: Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Pat Clancy, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, 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. Shannon Rooney, Dr. Alycia Marshall, Ms. Carolyn Flynn, and Ms. Victoria Zellers

(1) Executive Session

The Executive Session was devoted to a discussion of legal matters.

(2) Meeting Called to Order

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

Ms. McPherson stated that she and other members of the Board attended the Board dinner on March 13, 2024. Ms. McPherson stated that Dr. Tony Watlington, Superintendent, School District of Philadelphia, made an excellent presentation on the School District's Strategic Plan. Ms. McPherson noted that she was very pleased about all the positive things that the administration, faculty, students, and staff are doing at the College.

(3) Public Comment

There were no requests for Public Comment.

(4) Report of the President

(a) Governor's Plan for Higher Education

Dr. Generals provided an update on the Governor's plan for higher education. He stated that the Governor would like to create a more organic system of higher education between the PASSHE institutions and the community colleges in Pennsylvania. He stated that this is in response to the economic needs of the State and to enable a pathway for articulation. Dr. Generals stated that the presidents are not in opposition to the Governor's proposal to decrease costs, have a better integration with PASSHE, and emphasize workforce.



Dr. Generals stated that he and the presidents of the 15 community colleges are concerned about the loss of autonomy/local control under such a system. He stated that it is not clear at this point how the system would work. Dr. Generals stated that he testified before the Appropriations Committee on February 28, 2024 where he provided a summary of the concerns of the community colleges regarding the Governor's blueprint.

At the request of Dr. Generals, Representative Cephas stated that members on both sides of the aisle do not agree with the plan that the Governor has put forward. She stated that legislators agree on the guiding principles of affordability, accessibility, ease of transfer, and workforce development, but the problem is how do we get there. Representative Cephas stated that because of the lack of details, legislators are being very cautious about the plan. She stated that the Governor's Plan timeline is to see the governance structure go through the legislative body by the end of June 2024.

(b) Center 1968

At the request of Dr. Generals, Ms. Sessoms reported that the grand opening of the College's Center 1968 was held on February 29, 2024. She stated that the mission of the Center is to educate individuals about running for political office as well as other civic engagement activities. Ms. Sessoms stated that the Center 1968 commemorates the year that Representative Shirley Chisholm was elected to public office. Ms. Sessoms stated that the event also highlighted the CROWN Act.

Ms. Sessoms stated that Mayor Cherrille Parker is the Chair of Center 1968. She stated that Mayor Parker was the keynote speaker at the event. Ms. Andrea Lawful Sanders was the mistress of ceremony. A panel on the CROWN Act was moderated by Representative Cephas. The panel consisted of Representative La'Tasha D. Mayes and Representative Joanna McClinton. Ms. Sessoms stated that the event was a great success.

(c) White Paper

Dr. Generals stated that he had submitted a White Paper to Mayor Parker. The title of the White Paper is *The City's College for Urban and Municipal Empowerment*. Dr. Generals stated that Mayor Parker has committed \$10 million to the project in her budget message. He stated that the idea is to create an urban institute at the Northwest Regional Center site for studies of urban policy, missions, and issues. Mayor Parker envisions a pipeline into a combination of city employment and city jobs, and to have a very close relationships between the College and our workforce training and the City's needs.

Dr. Generals stated that the Mayor's vision is aligned with the College, and that the College would partner and collaborate with the School District of Philadelphia on some combination of programs, dual enrollment, middle college, and a teacher's pipeline.

Dr. Generals reviewed several programs and courses as well as the credentials, futures and innovation, as well as integrated technologies proposed in the White Paper. Dr. Generals stated that the areas of study cover a range of things, with a heavy emphasis on safety which is aligned with Mayor Parker's vision for the City.

Dr. Generals noted that the White Paper is very preliminary. He stated that a group of individuals will be appointed to pull together the programming. Dr. Generals stated that College staff will also be working with the School District regarding the physical space at the Northwest Regional Center.

Members of the Board noted that the project is a great idea, but that additional Board conversations should take place.

(d) Foundation Report

Dr. Zanjani called attention to the Grants and Gifts report that was part of the Board packet. She stated that the reports reflect the period of July 1, 2023 through January 31, 2024. Dr. Zanjani stated that for public/governmental fundraising, to date we have raised \$681,219 from public sources. For private/philanthropic fundraising, \$2,605,959 has been raised versus \$2,719,953 at this time last year.

On behalf of Dr. Ellyn Jo Waller who was unable to attend the meeting, Dr. Zanjani reported that to date, 20 sponsors have been secured for the Black and Gold Gala for a total of \$286,450 raised. She stated that the amount represents 38% toward a goal of \$750,000. Dr. Zanjani reminded the Board that the Black and Gold Gala is scheduled for Thursday, June 13, 2024, and noted that it is not too early to commit a sponsorship or purchase tickets.

Regarding giving and getting, Dr. Zanjani stated that the friendly competition between the two boards continues. As of January 29, 2024, 35% of the Foundation Board of Directors and 40% of the Board of Trustees have made a gift.

Major Gifts Comprehensive Campaign

Dr. Zanjani introduced Dr. Pend Armistead from the Armistead Group, who provided an update (**Attachment A**) and timeline for the major gifts comprehensive campaign.

Dr. Zanjani thanked Dr. Armistead for the presentation. She stated that the College has made considerable progress and is moving to the volunteer component which is key for both boards and the community.

(5) Student Outcomes Committee

Ms. McPherson reported that the Student Outcomes Committee met on February 21, 2024. She stated that the Student Outcomes Committee is excited about the work that is being done by faculty and students.

Ms. McPherson stated that Dr. Marshall discussed the Academic and Student Success Divisional Plan and highlighted the work that has been done to align with the strategic plan and areas of focus. Ms. McPherson stated that Dr. Marshall discussed the progress that has been made related to the four areas of focus. She stated that the focus of the Academic and Student Success Division is students and making sure that there is relevancy in the programs. Ms. McPherson stated that operations was also an area of focus and was pleased to learn that operations is a common interest among the entire College community. Ms. McPherson noted that the Academic and Student Success divisional plan will span five years, and that DEI is integrated throughout the plan.

Ms. McPherson stated that the Student Outcomes Committee reviewed the Accounting Associate of Applied Science Academic Program review. She stated that changes have been implemented to improve enrollment, recruitment, and student satisfaction within the accounting program. Ms. McPherson stated that a large proportion of the students enrolled in the program are Asian females, and that 17.9% of students in the program identify as Black females. Ms. McPherson stated that the department is taking steps towards increasing the enrollment of Black females, as well as hiring diverse faculty to serve the diverse population of students. Ms. McPherson stated that overall, accounting is a strong program and that enrollment numbers have been maintained post COVID as they head back up to pre COVID numbers.

Ms. McPherson stated that the Student Outcomes Committee approved the Accounting Associate of Applied Science Academic Program review for five years. She stated that this item is part of the Consent Agenda for Board approval.

(6) Business Affairs Committee

Mr. Soileau reported that the Business Affairs Committee met on February 21 and March 13, 2024. He stated that several action items were approved by the Business Affairs Committee, and that those items are part of the Consent Agenda for Board approval. Mr. Soileau stated that the Business Affairs Committee will begin the budget process at their next meeting, and that he looked forward to the discussion.

(7) Workforce Subcommittee

Ms. Ireland reported that the Workforce Subcommittee met on February 21, 2024. She stated that the Committee reviewed and discussed the following:

- The Pew Project for Roadmap to Quality Jobs where the goal is to create a Power Hub connecting and bridging between potential employees and employers. It was noted that the ultimate goal of the project is to provide family sustaining wages and to enable equity opportunities across the board.
- Ms. Ayanna Washington provided an enrollment report of CATC/WERC which included spring 2024 workforce development programs, summer 2023 review, fall 2024, and spring 2024 enrollment and revenue.
- Dr. Alycia Marshall provided an update of the Workforce Steering Committee. The three subcommittees, Programs and Operations; Student Success and Support; and Employer Engagement, are beginning to work on initial tasks in preparation for the full Steering Committee meeting.
- Dr. Vishal Shah provided an update on the Aseptic Technician Training Program.
- Dr. Vance Gray provided an update on workforce development, which included paid internships for students for summer 2024; meeting with Chief of Naval Research Rear Admiral Kurt Rothenhaus, and Google Career Certificate Program within the next 30 days.
- Ms. Danielle Liataud-Watkins provided an update on the Navy Welding Pipeline.

(8) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions  
Meeting of February 1, 2024
- (b) Gifts and Grants
- (c) Accounting Associate of Applied Science Academic Program Review
- (d) Purchase of Dell Computers for CIS Classrooms
- (e) Purchase of Dell Computers for Architecture Design  
and Construction (ADC) Center
- (f) Contract with eLumen and Contract with Watermark
- (g) Faculty e-Portfolio Software
- (h) York Compressor Rebuild JCI
- (i) Resolution: Capital Budget Request to PDE  
Health Life Sciences and Great Hall Projects
- (j) Campus Consortium/Unified
- (k) Replacement of HVAC Units Over Gym Floor
- (l) Naming Opportunities: Career and Advanced Technology Center

The Ardmore & Central City Toyota Community Room  
(m) Main Garage Parking Equipment

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

(9) Report of the Chair

(a) AACC/ACCT National Legislative Summit  
February 4-7, 2024

Ms. McPherson reported that she, Dr. Generals, Ms. Amir, Mr. Epps, Mr. Ms. Ireland, and Ms. Sessoms attended the AACC/ACCT National Legislative Summit in Washington, DC. February 4-7, 2024. She stated that the Summit is a very important part of the Board's work especially during these tumultuous times. Ms. McPherson stated that she greatly appreciated talented people such as Ms. Amir and Representative Cephas who are carrying on the torch and the information that we came away with from the Summit. She stated that this is an important responsibility.

Ms. McPherson stated that in prior years, students have attended the legislative summit. She stated that an invitation should be made to students next year.

Ms. Ireland emphasized that the Northeast region needs to be more involved.

(b) Commencement Ceremony

Ms. McPherson reported that Commencement is scheduled for Saturday, May 4, 2024 at 10:00 a.m. at Temple Liacouras Center. Members of the Board are requested to arrive at the Liacouras Center no later than 9:15 a.m.

(c) Association of Community College Trustees  
Leadership Congress, October 23-26, 2024  
Arch/Washington State Convention Center  
Seattle, Washington

Ms. McPherson reminded members of the Board regarding the Association of Community College Trustees Leadership Congress, which is scheduled for October 23-26, 2024 in Seattle, Washington. She stated that the deadline for the Early Bird Registration is Friday, August 16, 2024.

(10) Old Business

There was no old business discussed.

(11) New Business

There was no new business discussed.

(12) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, April 4, 2024, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

The meeting adjourned at 4:10 p.m.

The Board reconvened in Executive Session.

(13) Executive Session

The Executive Session was devoted to a discussion of matters related to real estate.



# armistead

moving colleges forward

## Who We Are (in alphabetical order by last name)



**Dr. Pend Armistead - 30 years exp. working exclusively with community and technical college campaigns**



**Perry Hammock, CFRE - 40 years exp. campaigns, planned and deferred giving**



**Ann-Marie Thornton - Sr Dir IA at CCBC - 20 years exp. annual giving, alumni, campaigns, stewardship**

**>2022- 3/31**

**4/1 - 6/30**

**7/1 - 9/30**

**10/1 - 12/31**

**2024**

Previous Work Examples: Development Assessment, Feasibility Study, Plan of Campaign, Ongoing Training	BOT and BOD (Former and Current) Solicitation Continues	Committee Recruitment and Solicitations Continue		Preparation for Public Kickoff Early 2025
	Key College Leadership Solicitations Begin (Current and Former)			Healthcare Forum, Enlistment, Training, Solicitation

**Ongoing Prospect Research, Staff Solicitations, and Stewardship**

**2025**

Advanced Gifts: Enlistment, Training and Solicitation	Government Forum: Enlistment, Training, Solicitation	Manufacturing: Forum Enlistment, Training, Solicitation	Auto Forum: Enlistment, Training, Solicitation	Hospitality Forum: Enlistment, Training, Solicitation	Technology Forum: Enlistment, Training, Solicitation
Sectors Gifts: Enlistment, Training and Solicitation	Major Gifts: Enlistment, Training and Solicitation				

**Ongoing Prospect Research, Volunteer and Staff Solicitations, and Stewardship**

**2026**

Employees and Retirees Solicitation	Remaining Divisions Solicitation and Stewardship				
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**Ongoing Prospect Research, Volunteer and Staff Solicitations, and Stewardship**

Remaining Divisions Solicitation and Stewardship

**2027**

<b>Ongoing Prospect Research, Volunteer and Staff Solicitations, and Stewardship</b>				<b>Celebration</b>
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COMMUNITY COLLEGE OF PHILADELPHIA  
Meeting of the Board of Trustees  
Thursday, March 14, 2024 – 2:30 p.m.  
Isadore A. Shrager Boardroom, Room M2-1  
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Ms. Rosalyn McPherson, presiding: Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Pat Clancy, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, 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. Shannon Rooney, Dr. Alycia Marshall, Ms. Carolyn Flynn, and Ms. Victoria Zellers

(1) Executive Session

The Executive Session was devoted to a discussion of legal matters.

(2) Meeting Called to Order

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

(3) Public Comment

There were no requests for Public Comment.

(4) Report of the President

(a) Governor's Plan for Higher Education

The Board was provided with an update on the Governor's plan for higher education.

(b) Center 1968

The grand opening of the College's Center 1968 was held on February 29, 2024. The mission of the Center is to educate individuals about running for political office as well as other civic engagement activities. The event also highlighted the CROWN Act.

(c) White Paper

Dr. Generals reviewed and discussed a White Paper that he has submitted to Mayor Parker entitled *The City's College for Urban and Municipal Empowerment*. He stated that the idea is to create an urban institute at the Northwest Regional Center site for studies of urban

policy, missions, and issues. Mayor Parker envisions a pipeline into a combination of city employment and city jobs, and to have a very close relationships between the College and our workforce training and the City's needs. The College would partner and collaborate with the School District of Philadelphia on some combination of programs, dual enrollment, middle college, and a teacher's pipeline. Dr. Generals noted that the White Paper is very preliminary.

(d) Foundation Report

The Board was provided with an update of public/governmental fundraising as well as private/philanthropic fundraising for the period July 1, 2023 through January 31, 2024.

The Black and Gold Gala is scheduled for June 13, 2024, At Vie. To date, 20 sponsors have been secured for a total of \$286,450.

The friendly competition between the two boards continues. As of January 29, 2024, 35% of the Foundation Board of Directors and 40% of the Board of Trustees have made a gift.

Major Gifts Comprehensive Campaign

Dr. Pend Armistead from the Armistead Group provided an update and timeline for the major gifts comprehensive campaign.

(5) Student Outcomes Committee

The Student Outcomes Committee met on February 21, 2024. The Committee was provided with an update of the work that has been done to align with the strategic plan and areas of focus. The Committee also reviewed the Accounting Associate of Applied Science Academic Program review and approved the program for five years.

(6) Business Affairs Committee

The Business Affairs Committee met on February 21 and March 13, 2024. Several action items were approved by the Business Affairs Committee, which are part of the Consent Agenda for Board approval.

(7) Workforce Subcommittee

The Workforce Subcommittee met on February 21, 2024 and reviewed and discussed the following:

- The Pew Project for Roadmap to Quality.
- Enrollment for CATC/WERC.
- An update of the Workforce Steering Committee.
- An update of the Aseptic Technician Training Program.

- An update of workforce development programming and activities.
- An update of the Navy Welding Pipeline.

(8) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions  
Meeting of February 1, 2024
- (b) Gifts and Grants
- (c) Accounting Associate of Applied Science Academic Program Review
- (d) Purchase of Dell Computers for CIS Classrooms
- (e) Purchase of Dell Computers for Architecture Design  
and Construction (ADC) Center
- (f) Contract with eLumen and Contract with Watermark
- (g) Faculty e-Portfolio Software
- (h) York Compressor Rebuild JCI
- (i) Resolution: Capital Budget Request to PDE  
Health Life Sciences and Great Hall Projects
- (j) Campus Consortium/Unified
- (k) Replacement of HVAC Units Over Gym Floor
- (l) Naming Opportunities: Career and Advanced Technology Center  
The Ardmore & Central City Toyota Community Room
- (m) Main Garage Parking Equipment

(9) Report of the Chair

- (a) AACC/ACCT National Legislative Summit  
February 4-7, 2024

The AACC/ACCT National Legislative Summit took place February 4-7, 2024 in Washington, DC.

- (b) Commencement Ceremony

The Commencement Ceremony is scheduled for Saturday, May 4, 2024 at 10:00 a.m. at Temple Liacouras Center.

- (c) Association of Community College Trustees Leadership Congress, October 23-26, 2024  
Arch/Washington State Convention Center  
Seattle, Washington

The Association of Community College Trustees Leadership Congress is scheduled for October 23-26, 2024 in Seattle, Washington.

- (10) Old Business

There was no old business discussed.

- (11) New Business

There was no new business discussed.

- (12) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, April 4, 2024, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

The meeting adjourned at 4:10 p.m.

The Board reconvened in Executive Session.

- (13) Executive Session

The Executive Session was devoted to a discussion of matters related to real estate.

**Community College of Philadelphia  
Meeting of the Board of Trustees  
April 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	<i>since last report 2/1/24 - 2/29/24</i>	Fiscal Year To Date 7/1/23 - 2/29/24	Fiscal Year To Date 7/1/22 - 2/28/23	Variance 7/1 - 2/29
Federal	\$ 600,000	\$ 1,281,219	\$ 10,238,989	\$ (8,957,770)
State	\$ -	\$ -	\$ 3,130,873	\$ (3,130,873)
Local / City	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 600,000</b>	<b>\$ 1,281,219</b>	<b>\$ 13,369,862</b>	<b>\$ (12,088,643)</b>
Held by Foundation (Cash-in-Hand)	<i>since last report 2/1/24 - 2/29/24</i>	Fiscal Year To Date 7/1/23 - 2/29/24	Fiscal Year To Date 7/1/22 - 2/28/23	Variance 7/1 - 2/29
Corporation	\$ 26,000	\$ 226,485	\$ 619,113	\$ (392,628)
Foundation	\$ 458,387	\$ 1,854,403	\$ 1,700,386	\$ 154,017
Individual	\$ 15,657	\$ 309,669	\$ 307,379	\$ 2,290
Organization	\$ 13,713	\$ 187,467	\$ 206,366	\$ (18,899)
<b>Total</b>	<b>\$ 513,757</b>	<b>\$ 2,578,024</b>	<b>\$ 2,833,244</b>	<b>\$ (255,220)</b>
<b>TOTAL</b>	<b>\$ 1,113,757</b>	<b>\$ 3,859,243</b>	<b>\$ 16,203,106</b>	<b>\$ (12,343,863)</b>

**PUBLIC / GOVERNMENT SUMMARY (posted 2/1/24 – 2/29/24 since March 14, 2024 meeting)**

- The US Department of Education awarded the College \$600,000 for Predominantly Black Institutions – Center for Male Engagement (Year 3.)

**PRIVATE / PHILANTHROPIC SUMMARY (posted 2/1/24 – 2/29/24 since March 14, 2024 meeting)**

- The MarcDavid Foundation made a stock gift to the MarcDavid Basic Needs Fund and the Student Care Network – Emergency Fund.
- The MOSI Foundation made a stock gift to the MOSI Scholarship.
- ITServe Alliance and Spruce InfoTech awarded \$10,000 to provide scholarships to promote educational developments in STEM fields of study.
- A private donor awarded \$5,000 for the Cohen Basic Needs Fund.
- Independence Blue Cross awarded \$25,000, and The Hamilton Family Foundation and the Honickman Foundation awarded \$5,000 each, to the 2024 Black & Gold Gala.

## April 2024 Events

### April 1

Lincoln University Articulation Agreement  
Bonnell Building, Lobby  
11:00 a.m.-12:00 p.m.

### April 04

Academic Technology Expo  
Winnet Student Life Building, The Great Hall  
11:00 a.m. -2:00 p.m.

### April 09

Logan Square Neighborhood Association  
Center for Business & Industry, C2-28  
6:00-9:00 p.m.

### April 12

Nursing Student Day Conference  
Bonnell Building, Large Auditorium  
8:00 a.m.-12:00 p.m.

### April 15

Limited Editions Magazine Spring Launch Party  
Pavilion Building, Klein Cube  
2:00 -5:00 p.m.

### April 16

Annual Spring Career Fair 2024  
Bonnell Building, Lobby  
10:00 a.m.-2:00 p.m.

Black Maternal Health Week Resource Fair  
Bonnell Circle  
11:00 a.m.-3:00 p.m.

### April 17

The Roaries (Annual Student Leadership awards)  
Winnet Building, Courtyard  
12:00 - 2:00 p.m.

### April 18

Admissions Spring Open House  
Bonnell Building, Large Auditorium  
6:00 - 8:00 p.m.

### April 19

Toyota T-TEN Advisory Board Meeting  
CATC, 341 A/B  
1:00 -3:00 p.m.

### April 24

LatinX Faculty, Staff and Student Celebration  
Winnet Building, The Great Hall  
5:00 - 7:00 p.m.

### April 26

Student Volunteer Celebration Event  
Center for Business & Industry, C3-05  
11:00 a.m.-1:00 p.m.

Medical Lab Technician Pinning  
Center for Business & Industry, C2-28  
12:00 -3:00p.m.

### April 29

Catto Graduation Pinning Ceremony  
Winnet Building, The Great Hall  
1:00 - 4:00 p.m.

### April 30

Admissions Open Enrollment Events  
Bonnell Building, Lobby  
9:00 a.m.-3:00 p.m.

**Brand Launch "Rise. And Shine." Block Party**

**April 11, 2024**

**11:00 a.m. – 1:00 p.m.**

**Pavilion Plaza**