



**Meeting of the Board of Trustees, Thursday, May 2, 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 May meeting in addition to routine matters are:

- Update the Board on the Governor's Plan for Higher Education
- Update on City Budget Hearing
- Update the Board on Graduation
- Update on Policy
- Update on Fundraising Activities

(3) Public Comment

(4) Report of the President

- (a) Governor's Plan for Higher Education
- (b) Update on City Budget Hearing
- (c) Enrollment Update
- (d) Rebranding Update
- (e) Update on Graduation
 - Graduation Data
 - Logistics
 - Speaker – Dr. Lorina Marshall-Blake
- (f) Foundation Report (Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller)
 - Major Gifts
 - Contribution Policy
 - Fundraising Activities
 - Black and Gold Gala

(5) Student Outcomes Committee, April 4, 2024

4.4.24 Student Outcomes Minutes	4
(6) Business Affairs Committee, April 1 and April 17, 2024	
4.1.24 Business Affairs Minutes	20
4.17.24 Business Affairs Minutes	25
(7) Consent Agenda	
(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of April 4, 2024	
4.4.24 Board Proceedings	33
4.4.24 Minutes of Decisions and Resolutions	40
(b) Gifts and Grants	
Record of Grants & Gifts FY24	45
(c) American Sign Language/English Interpreting A.A.S. Program	
(d) Contract with Cozen & O'Connor for Lobbying Services	
(e) CI Solutions: Enclosed Glazed Wall Systems for Winnet S1SW Project	
(f) Design for Winnet Renovation Project	
(g) Continuation of Appointment of O&S Associates, Inc, as Expert Engineering Consultant for the CATC	
(h) Resolution: Release of Transcripts to Students with Outstanding Balances Owed to the College	
(8) Report of the Chair	
(a) Reminder: Nominations of Board Officers	
(b) Black and Gold Gala, June 13, 2024	
(c) Nurses Pinning and Academic Awards Ceremonies	
(9) Old Business	
(10) New Business	
(11) Next Meeting: Thursday, June 6, 2024, 2:30 p.m. Isadore A. Shrager Boardroom, M2-1/Hybrid	
Committee Meetings	
Student Outcomes, Thursday, May 2, 2024 – 12:30 p.m. Library and Learning Commons, L1-13/Hybrid	
Business Affairs, Wednesday, May 15, 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	
Audit Committee, Monday, June 17, 2024 – 9:30 am. Isadore A. Shrager Boardroom, M2-1/Hybrid	

Upcoming Events

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.

Junior STEM Academy Science Fair, Thursday, May
23, 2024, 9:00 a.m. - 3:00 p.m. Winnet Student Life
Building, Great Hall

Black and Gold Gala, Thursday, June 13, 2024 – 6:30
p.m. Vie by Cescaphe, 600 North Broad Street

May 2024 Calendar of Events

46

(12) Executive Session II

The Board will convene in Executive Session to discuss personnel matters. The Board will not return following the Executive Session.

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

MEETING MINUTES

**Thursday, April 4, 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, Mr. Patrick Clancy

Board Participants: Mr. Harold Epps

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

Guests: Dr. Judith Gay, Consultant to the Board of Trustees
Dr. Lisa Sanders, Dean of Liberal Studies
Dr. Amy Birge-Caracappa, Director of Assessment
Elizabeth Gordon, Assessment and Evaluation Coordinator
Brian Morrison, Associate Professor, ASL/English Interpreting

I. Public Session

(a) Introductions (I)

(b) Approval of the Minutes March 14, 2024 (A)

Trustee Fulmore-Townsend asked for a motion to approve the minutes from the March 14th meeting. She voted 1st in approval, and Trustee Clancy seconded the motion. All were in favor.

(c) American Sign Language/English Interpreting A.A.S. Program (A)

Dr. Marshall opened by sharing introductory remarks about the American Sign Language (ASL) program APR. The ASL program experienced a few challenges due to COVID-19, primarily because American Sign Language is a 3D language that was difficult to communicate remotely. Since then, there have been several interventions to support student

success and improve outcomes regarding graduation and transfer. The faculty has also been working very closely with developing relationships with four-year partners. Dean Lisa Sanders, Dean of Liberal Studies shared with the Board that the program targets and manifests DEIB (Diversity, Equity, Inclusion, Belonging), which includes the Deaf and hard-of-hearing community. Through the program's offerings and leadership, that community has been brought into the mainstream in a way that historically they haven't been. The students who complete the program emerge as leaders in the ASL community, able to bring people together.

Brian Morrison, Associate Professor and Program Coordinator of American Sign Language and English Interpreting, spoke next. He has been with the College for 14 years and has been teaching interpreting for close to 25 years. Per Mr. Morrison, the ASL program supports the broader College's mission by working to get enrolled students to graduate with an Associate in Applied Science or with a Post-Baccalaureate certificate. These graduates possess both a bilingual and bicultural fluency that enables them to work in the field as sign language interpreters.

Dr. Amy Birge-Caracappa, Director of Assessment, stated that the ASL program has seen a growth in enrollment since the pandemic. Growth within the program is tracking for a population of students who already have Bachelor's degrees. Initially, the program displayed a shift in its demographics, with a larger-than-the-College-average proportion of students who identify as white females, and a smaller proportion of students identifying as Black females. However, those numbers have changed over time. The proportion of white females has gone down from 73.7% in spring 2018 to 28.5% in fall 2023, and the percentage of Black females has increased from 10.5% to 26.9% in that same time. The program also enrolls a larger-than-average proportion of students over 30 years of age, almost 50%, than the College average overall, which is about 25%. Mr. Morrison explained that the program demographics mirror the national statistics of growth. The ASL industry overall is a white female-driven profession.

As a three-dimensional language, ASL goes beyond being a language that is learned in a classroom learning environment, to being one that also requires students to observe and learn within a cultural and linguistic community. Mr. Morrison explained that since the pandemic, there has been a growing need for interpreting agencies to fulfill requests for online jobs. When Trustee Posoff asked if the jobs were full-time jobs or event jobs, Mr. Morrison informed the Board that interpreters typically work as independent contractors. Trustee Posoff also inquired whether students are taught business skills. Mr. Morrison stated the weekly internship classes may cover various topics such as accounting. However, business courses are not offered. Additionally, Mr. Morrison shared those students are paired with one-on-one deaf and interpreter mentors with whom they share the same demographic background. The students and the mentors collaborate on projects. Mentors are also provided guidance on cultural competence and understanding intersectionality. The mentorship opportunities are covered by Perkins funding.

Currently, Mr. Morrison is working with an interpreting agency, Deaf Hearing Communication Center, and the state chapter of the National Interpreter Organization on a

pilot program that will begin in June. The collaborative plan will provide a professional onboarding experience, partnering prospective students with interpreters. The program has also increased mock interpreting opportunities.

Additionally, the ASL program has worked with the Pennsylvania Department of Education's training and special education department and the Pennsylvania Training and Technical Assistance Network. Students from the College were invited along with other interpreting programs in the state, such as Bloomsburg, Mount Aloysius, and Community College of Allegheny County to have real-world interpreting experiences and receive feedback on their skills from a group of instructors.

Dr. Birge-Caracappa explained that the ASL program is not designed for students to transfer, because it is an Associate in Applied Science degree program. However, the program has articulation agreements with both St. Joseph's University and Bloomsburg University. There are also potential online Bachelor of Arts programs in development that our graduates can transfer into. Dr. Birge-Caracappa stated that 38.5% of ASL-INT program graduates transferred to another institution, as compared to 44.4% of Associate in Applied Science graduates at the College, and 58.2% for the College overall. When CCP's graduates complete their studies at their transfer institution, 40% of the ASL INT graduate from their transfer institution, as compared to 35.2% of Associate in Applied Science graduates overall, and 29.7% for the College overall.

Mr. Morrison discussed prior audit recommendations, which included examining data about students who depart with fewer than 24 credits.

The program is small and functions similarly to a cohort, with classes offered in the fall and companion courses offered in the spring. The deaf ASL professor teaches students in the program for a year prior to Mr. Morrison teaching those students the following year. Due to the program's small size, if students don't return to the College due to e.g., their work schedule or family matters, the number of students in the program is impacted.

The College has begun outreach efforts with universities within the state to connect with prospective ASL students. Some of those universities include Temple University, where ASL is a minor; Villanova University; and West Chester University, where ASL is a minor. An interpreting program at Camden County Community College ended a year or two ago, although the ASL program is still offered; Mr. Morrison stated there could also be an opportunity to recruit students from Camden County Community College, as currently there are no interpreting training programs in South Jersey.

Mr. Morrison shared efforts regarding a recommendation about constructing a plan to achieve opportunity and achievement across race, ethnicity, gender, and age. He mentioned how mentorship offered through the program works toward this goal. There will also be mini-workshops with presentations focused on communities such as Black and LGBTQ deaf and ASL interpreters to increase student outcomes and experiences. Students are also encouraged to volunteer with groups such as the Philadelphia chapter of the Black Deaf

advocates, a West Chester-based organization called DeafCAN! that works with deaf immigrants for whom ASL might not be their first language.

Prior to offering post-Baccalaureate certificates, the college only offered the Associate in Applied Science. Now, the college offers the two certificates and prepares students for the National Interpreting Organization exams. Post Baccalaureate I is an ASL set of courses, and Post Baccalaureate II is an interpreting portion of the program. Both are only available to those with a previous bachelor's degree, as the exam requires.

With regards to the recommendation to increase graduation and program completion, Mr. Morrison highlighted the success of the mentorship program, which provides students with mentors during both the fall and spring. He stated that the interpreter training program offered at the College is one of the oldest programs in the country. For the last 18 years, he has been the President for two of the main national organizations for Interpreter Education: one membership-based for instructors and educators, and the other an accreditation organization for interpreting programs. While presiding, he has worked diligently to keep his network informed of the College's progress in the field.

- Trustee Epps inquired about whether there were industry dollars in the ASL field. Mr. Morrison informed him that there are not many grants in the field. However, the program does qualify for a Perkins grant that funds program development, course development, and mentors. Funds have also been used to buy equipment for the dedicated ASL interpreting computer lab and software updates.

Mr. Morrison discussed another program recommendation suggesting that they work with an advisory committee. There will be a meeting in June to begin working on the revitalization of the advisory committee, with representatives from local interpreting agencies, state government, school districts, and community organizations, such as the Office of the Deaf and Hard of Hearing, and the Black Death Advocates organization. The ASL community is small, and as a result, Mr. Morrison has access to a lot of the advisory board members and their respective organizations outside of a formal annual meeting.

The final ASL program recommendation was to determine the ideal size of the program based on course offerings, physical/space constraints, and class size restrictions, and to create an action plan to achieve that size. The program feels that the ideal size would be 60-65 students. The program has been designed to operate very much on a cohort-like structure and offer courses on a staggered schedule. The ASL and interpreting students are held to a high standard to ensure a positive impact on Deaf individuals' lives. Mr. Morrison has an interpreting agency that specializes in theatrical performing arts, which contracts interpreters to provide services for the performing arts as a DEI issue, and requests have been increasing. Philly is one of the most accessible cities in terms of ASL interpreting.

- Trustee Posoff asked how much an interpreter makes in an hour. Mr. Morrison explained that hourly rate ranges from \$40 to \$80 as an independent contractor. The rate varies by different types of work. Trustee Posoff encouraged more workshops around business structure.
- Trustee Fulmore-Townsend stated that the program was on the right trajectory and praised its commitment to DEIB and having a diverse set of options. Its catering to

differently abled students in the community in an intentional way is excellently reflected.

- Trustee Posoff asked how faculty members were teaching within the college's program. Dr. Marshall informed her that the number of full-time faculty is small, in alignment with program enrollment. If the program can be built and grow substantially, the College could invest in hiring a few more faculty members. Trustee Posoff suggested that Mr. Morrison create a resource guide for the department to institutionalize his knowledge, process, and ecosystem.

Trustee Fulmore-Townsend moved a vote to approve the American Sign Language/English Interpreting A.A.S. program for five years. Trustee Clancy seconded. All were in favor.

Dr. Marshall shared a few events happening in the Academic and Student Success division.

- There was a Technology Expo on campus in the Great Hall. The expo focused on ways to intentionally integrate Virtual Reality into the College's curriculum.
- CCP created an articulation agreement allowing Lincoln University students interested in nursing to come to the College for a Post-Baccalaureate Associate in Applied Science in Nursing.
- This month is STEM Month, and the following events will be taking place:
 - o Student Posters – What Have Science Students Been Studying? | April 1–12, 9 a.m. to 9 p.m. | NERC, First Floor and West Building. There will be topical and research-based posters created by students on display.
 - o Creating Your Path to Medical School | April 4, 4 to 5 p.m. Students from the Drexel University College of Medicine will discuss their path to medical school in this virtual session and provide insight into how you can prepare for your journey to becoming a doctor.
 - o Women in Technology | April 5, 10 a.m. to 12:30 p.m. | Center for Business and Industry, Room C2-28. Students can learn about professionals in a variety of careers, how they're contributing to their fields, and what career options are available to them.
 - o Alumni Panel Discussion | April 6, 11 a.m. to 12 p.m. There will be panels with alumni from science, technology and health care programs as they discuss their days as CCP students and their current careers.
 - o Personal Training Proficiency Certificate Information Sessions | April 10, 10 to 11 a.m. | West Building, Room W3-36. Students will learn how to create individualized exercise plans and how to interact with clients for their career, a second job or to start their own business.
- A Student Art Exhibit took place in the Rotunda in the Mint Building.
- There is an on-campus theater production entitled *Glass Slippers*, “a Cinderella story for the social media age,” opening April 16th. The writer, Quinn Eli, also CCP faculty, was nominated for a Pulitzer.

The meeting adjourned.

Community College *of* Philadelphia

Academic Program Review: American Sign Language/English Interpreting A.A.S.

Authors: Brian Morrison, Elizabeth Gordon, Amy Birge-Caracappa

Spring 2024

Table of Contents

1. Executive Summary.....	3
A. Key Findings	3
B. Prior Audit.....	7
C. Action Items.....	9
D. Narrative	10

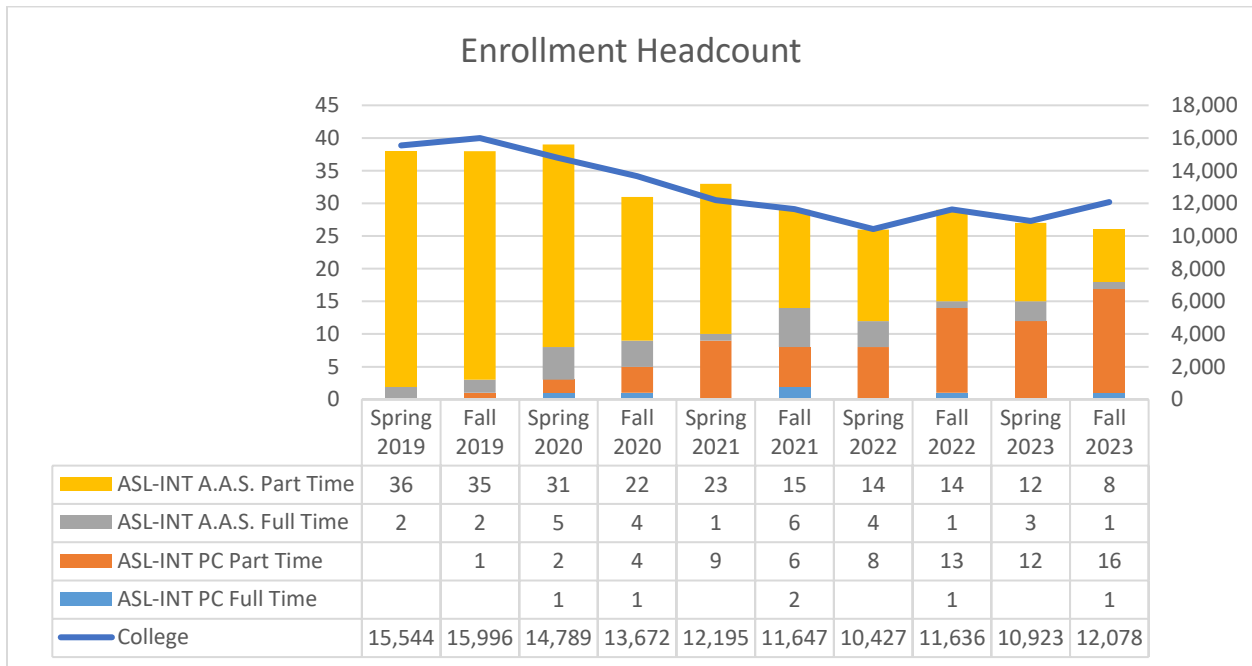
1. Executive Summary

A. Key Findings

Enrollment and Demographics

Enrollment

1. Average enrollment in the ASL/INT AAS and Post-Bac I and II PCs between Spring 2019 and Fall 2023 was 31.6.
2. On average, ASL/INT enrolled a smaller average proportion of full-time students (11.4%) than that of the College overall (30.4%).



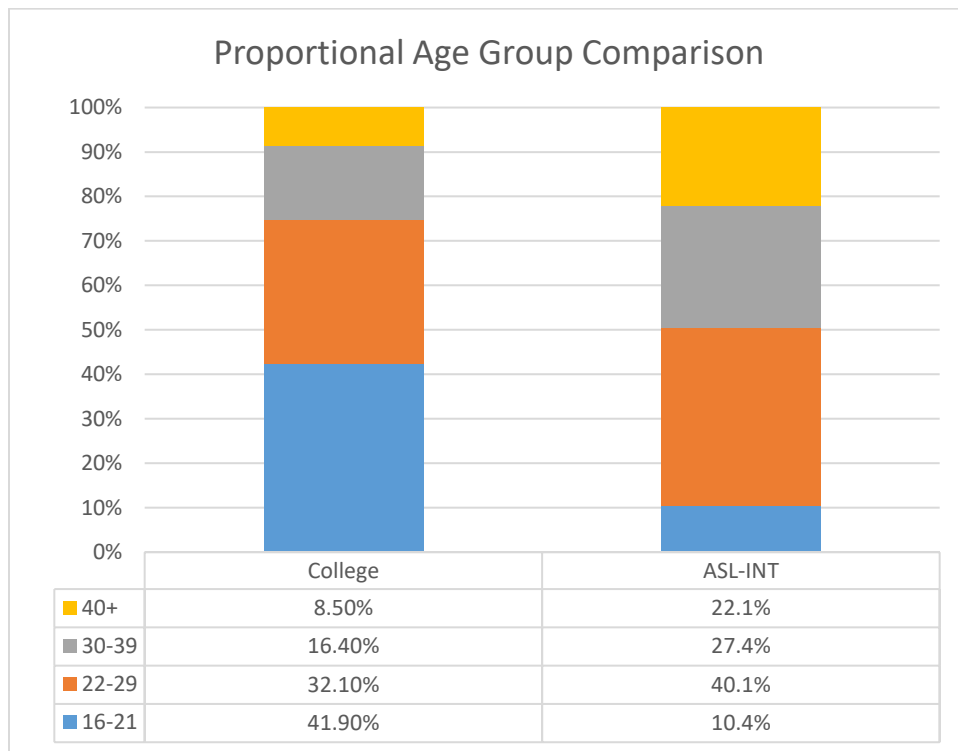
Demographics

3. On average ASL/INT enrolled a larger average proportion of students identifying as White females (52.1%) than that of the College overall (14.3%) and a lower proportion of students identifying as Black females (20.1%) than the College overall (30.4%); however, the proportion of white females in the program has gone down from 73.7% in Spring 2019 to 38.5% in Fall 2023, and the proportion of Black females has increased from 10.5% in Spring 2019 to 26.9% in Fall 2023.

ASL INT		Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	AVG
Amer Indian or Alaskan Native	Female	2.6%	0.0%	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%
	Male	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.8%	0.0%	3.7%	3.8%	1.1%
Asian	Female	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.4%	3.7%	3.8%	1.1%
	Male	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.8%	0.0%	3.7%	3.8%	1.1%
Black	Female	10.5%	21.1%	25.6%	25.8%	15.2%	13.8%	23.1%	17.2%	22.2%	26.9%	20.1%
	Male	0.0%	5.3%	2.6%	3.2%	6.1%	3.4%	0.0%	3.4%	3.7%	3.8%	3.2%
Hispanic	Female	5.3%	2.6%	2.6%	9.7%	12.1%	17.2%	7.7%	10.3%	7.4%	3.8%	7.9%
	Male											

	Male	0.0%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%	3.4%	0.0%	3.8%	1.0%
Multi-Racial	Female	2.6%	2.6%	2.6%	3.2%	6.1%	3.4%	3.8%	3.4%	3.7%	7.7%	3.9%
Other/Unknown	Female	0.0%	2.6%	2.6%	6.5%	6.1%	3.4%	3.8%	3.4%	3.7%	0.0%	3.2%
	Male	0.0%	0.0%	0.0%	0.0%	0.0%	3.4%	3.8%	0.0%	0.0%	0.0%	0.7%
White	Female	73.7%	57.9%	56.4%	51.6%	48.5%	51.7%	50.0%	48.3%	44.4%	38.5%	52.1%
	Male	5.3%	7.9%	5.1%	0.0%	3.0%	3.4%	3.8%	6.9%	7.4%	7.7%	5.1%

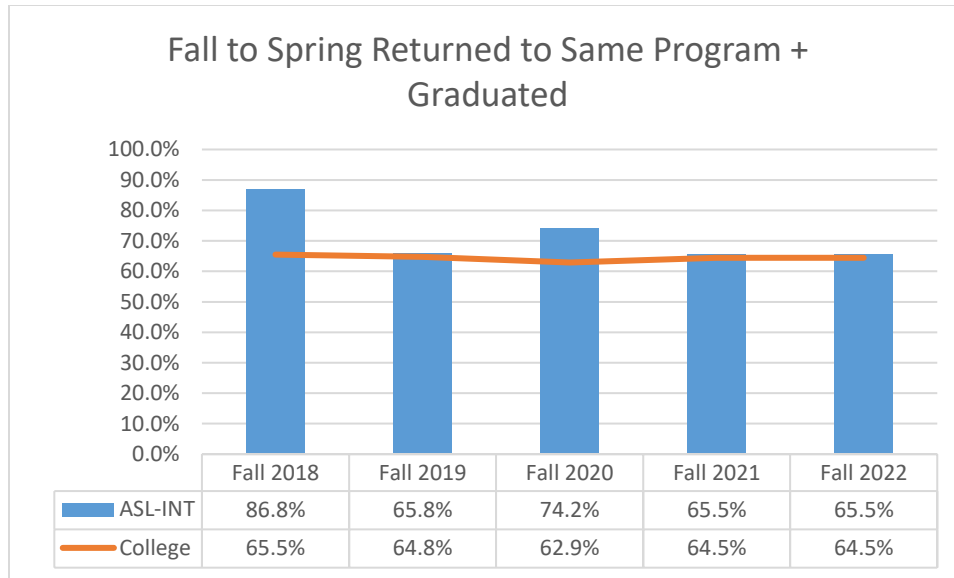
- The program enrolled a larger average proportion of students over 30 years of age (49.5%) than the overall College average (24.9%).



Retention

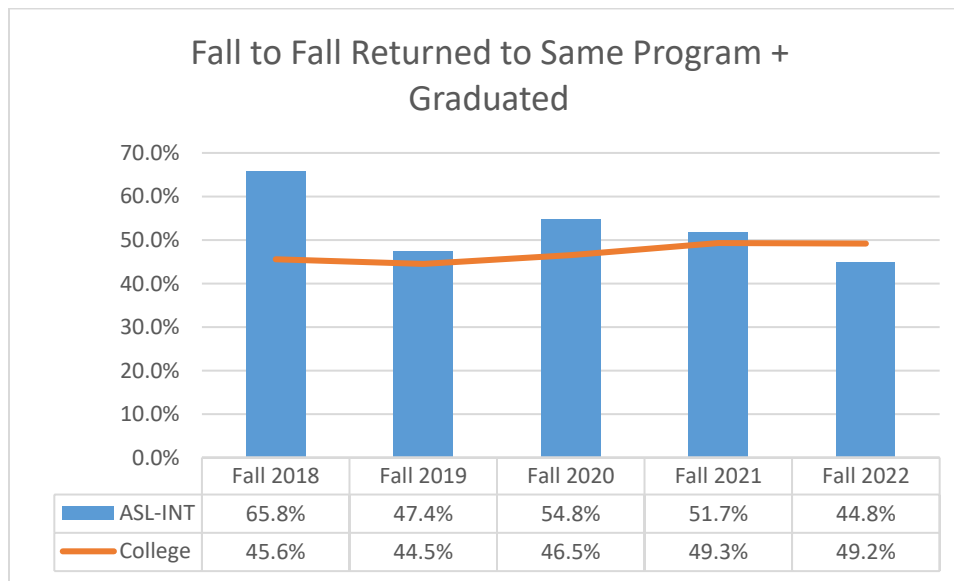
Fall to Spring

- Over the period studied, the proportion of ASL/INT students who returned to the same program from one semester to the next (71.4%) was higher than that of the College overall (61.1%).
- The program's average proportion of students who returned to a different program from one semester to the next (3.2%) was lower than the College overall (3.9%).



Fall to Fall

7. Between Fall 2018 and Fall 2022, the proportion of ASL/INT students who returned to the same program from one year to the next (32.4%) was lower than that of the College overall (35.1%).
8. The program's average proportion of students who returned to a different program from one year to the next (3.2%) was lower than that of the College overall (6.7%).



Success and Graduation

9. Over the period studied, the ASL/INT program awarded 25 AAS degrees and 5 Post-Bac Proficiency Certificates.

Transfer

- 10. The transfer data studied include students whose first semester at CCP was between Spring 2016 and Fall 2021 and whose last CCP major was ASL/INT.
- 11. Over the period studied, 38.46% of ASL-INT AAS program graduates transferred to another institution. During the same period, 44.4% of A.A.S. graduates overall transferred to another institution, and 58.2% of College graduates overall transferred.
- 12. A higher proportion of students who had transferred from the ASL-INT A.A.S. program went on to graduate from their transfer institution (40%) than transfer students from A.A.S. programs overall (35.2%) or from the College overall (29.7%).
- 13. In the period studied, zero PC graduates transferred to another institution.

Advisory Committee

- 14. The program has a strong and diverse advisory committee to identify the changing needs in the field of English interpreting. Members come from several Philadelphia organizations, including the School District of Philadelphia, the Deaf/Hearing Communication Centre, Philadelphia Black Deaf Advocates, and PA School for the Deaf.

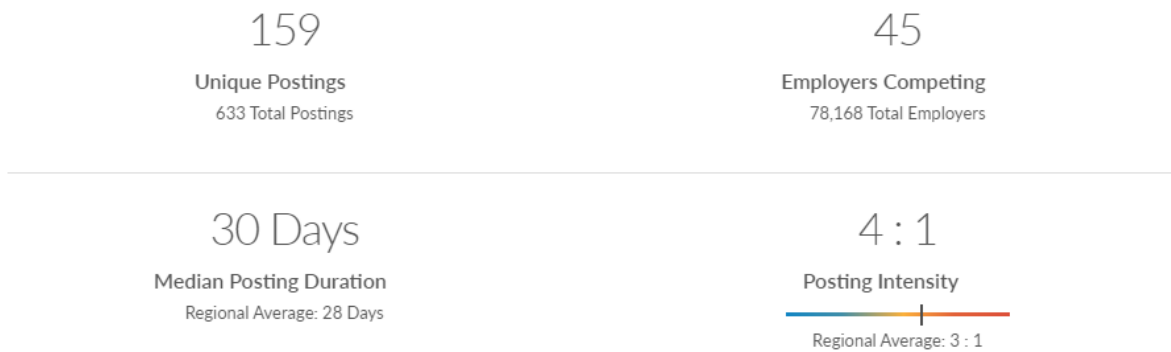
Assessment

- 15. Assessments are current, although the 2022-2023 program assessment report is not yet available. Most courses are taught once per year, and the program collects data on all five PLOs and every course each semester. As of this writing, not all ASL/INT courses have been linked in AEFIS.

Workforce Development

- 16. Many Sign Language interpreters are independent contractors. Data are reported from January 2019-January 2024 for the following job titles:
 - Sign Language Interpreters
 - American Sign Language Interpreters
 - School Sign Language Interpreters
 - Education Sign Language Interpreters

Job Postings Overview



Completions by Institution

Institution	Completions (2022)	Growth % YOY (2022)	Market Share (2022)	IPEDES Tuition & Fees (2022)	Completions Trend (2018-2022)
Commonwealth University of Pennsylvania	18	Insf. Data	43.9%	\$10,848	
Community College of Allegheny County	12	-40.0%	29.3%	\$8,563	
Community College of Philadelphia	6	-50.0%	14.6%	\$8,688	
Mount Aloysius College	5	Insf. Data	12.2%	\$25,510	

Cost

17. The ASL/INT AAS program and Post-Bac PCs are eligible for Perkins funding to support the need for specialized resources, including dedicated computer lab space, Mac computers, equipment for recording and viewing videos, video feedback software, paid mentors, and an extensive resource library.

B. Prior Audit

Recommendations from Prior Audit (2018) and Program Response:

Enrollment and Demographics

1. Examine data about students who depart with fewer than 24 credits in order to draw conclusions about why these students depart the Program.

Program Response: Being a small program, we very often are aware of why students don't return to the program. Most of those reasons have included finances, changes in family situations, and work obligations.

2. Determine the ideal size of the Program based on course offerings, physical/space constraints, and class size restrictions. Create an action plan to achieve that size.

Program Response: Taking the above factors into account, the program feels that the ideal size would be 60-65 students. We have designed our program to operate very much on a cohort-like structure and offer courses on a staggered schedule. While the pandemic didn't allow for much recruiting, there are now several ASL programs in the surrounding area, so we are developing stronger relationships with those programs to recruit additional students.

3. Analyze achievement data and, if necessary, construct a plan to achieve parity in opportunity and achievement across race, ethnicity, gender, and age.

Program Response: While the program hasn't found it necessary to plan for this parity, it's something that we plan from the onset to provide students with this kind of information so that they are successful when they leave the program. Areas of focus

include a mentorship program, diversity workshops and curriculum, and community engagement.

Mentorship Program: The program pairs students with mentors who share similar backgrounds, including race, ethnicity, gender, and age. This can help students feel supported and empowered to navigate the program successfully. We also provide resources for mentors to effectively support their mentees, including guidance on cultural competence and understanding intersectionality.

Diversity Workshops and Curriculum: The program plans to offer workshops and seminars covering topics related to diversity, equity, and inclusion in the interpreting field. This will include discussions on cultural competence, intersectionality, and understanding the diverse experiences within the Deaf community. Courses also integrate diversity and inclusion topics into the curriculum to ensure that all students receive education and training on these important issues.

Community Engagement: The program works to forge partnerships with local organizations and communities to increase access and opportunities for underrepresented groups in the interpreting field. Often our students volunteer and work with these organizations to increase their exposure and knowledge of the communities.

Graduation

4. Develop an ASL/English Interpreting post-baccalaureate certificate for implementation Fall 2019.

Program Response: Initially, we thought we would develop one post-baccalaureate certificate; however, once we worked with the curriculum office, we found that the program had too many credits for just one certificate, so ultimately, two post-baccalaureate certificates were developed.

5. Develop and implement strategies to increase graduation/program completion commensurate with program growth and patterns of enrollment by 2023, using Spring 2019 graduation as a baseline.

Program Response: Obviously, the pandemic severely put a damper on these kinds of plans. We did see a decrease in enrollment during that time and thus, program graduations. However, the program is seeing a rise in enrollment. One of the strategies that has been beneficial is the program providing not just interpreter mentors, but Deaf language mentors as well. This helps in the students' language development, thereby supporting them through their interpreting skills development as well. The program plans to increase the number of Deaf mentors to allow more students to benefit.

Employment

6. Work with the ASL/Interpreting advisory committee to generate more and more reliable employment information.

Program Response: While the pandemic halted several formal meetings of the advisory committee, the program faculty regularly engage with the various employers in the area. Interpreter referral agencies come to speak to various classes, and we work with these agencies in finding internship opportunities. Additionally, prior to the pandemic and beginning again in the Spring 2024 semester, we host an “Agency Night” for the internship class where numerous agencies from the area are invited and informally interview the students completing the program.

Assessment

7. Review program benchmarks every five years and make adjustments as faculty see fit.

Program Response: The program will have an advisory committee meeting this summer and address this issue by soliciting feedback from that group.

C. Action Items

The Office of Assessment and Evaluation makes the following recommendations for the Program.

Enrollment and Demographics

1. Increase enrollment as follows:

Benchmarks			Fall 2025 Projection		Fall 2027 Projection		Fall 2029 Projection	
Fall 2019 Headcount (Pre-COVID Benchmark)	Fall 2023 Headcount		N	% increase*	N	% increase	N	% increase
38	26	Low range	31	19.2%	32	3.2%	34	6.25%
		High range	32	23.1%	37	15.6%	40	8.1%

*Increase from Fall 2023 headcount

** “Low range” projections reflect expected growth given few to no successful enrollment interventions; “High range” projections reflect expected growth if planned interventions are successful.

Persons responsible: Department Head, Program Coordinator with College support including Enrollment Management

Timeline: Fall 2025 through Fall 2029

Assessment

2. Develop a plan for part-time faculty participation in data collection and, where possible, data analysis, when the College implements a new assessment management system.

Persons responsible: Department Head, Program Coordinator, Liberal Studies DCAF, OAE

Timeline: Fall 2025

D. Narrative

The ASL/English Interpreting program devotes considerable attention to developing awareness of another culture, that of the American Deaf community. The path of this development includes analysis of traditional “hearing” American culture, as well as similarities between the experience of Deaf people as a minority group in American society and other minority groups. Students learn a second language, ASL, and develop contrastive linguistic analysis skills. These intellectual pursuits support the College’s mission by enabling students to have a greater appreciation of their own linguistic and cultural background and the diverse world where all are interdependent. Students are required to become involved in the culture of Deaf Americans and their social issues through community involvement experiences. Issues and insights which emerge from these interactions are discussed and evaluated in their coursework.

The current ASL/English Interpreting curriculum covers a variety of subject areas, including Deaf culture, structure of ASL, comparison of English and ASL linguistics, professional practices and ethics, interpreting processes in theory and application, and guided skill development in interpreting with diagnostic feedback. Laboratory experiences include frequent practice with video technology. In addition to traditional classroom lectures and skill development with video recording, the curriculum utilizes hands-on experience through fieldwork, guest lectures, observations and an internship. The Program maintains cooperative relationships with professional and community agencies to provide networking and interaction with the Deaf community and professional interpreters.

Deaf community interaction is required in coursework from beginning to advanced. In beginning and intermediate ASL classes, students are required to observe various events in the Deaf community. These increase in number as the courses progress. This aspect of the curriculum requires an extensive network of contacts in the Deaf community, the interpreting community, and the service and educational institutions that serve the Deaf people in the Philadelphia area.

The program and faculty actively engage with industry leaders through partnerships, professional organizations, and ongoing collaboration. We invite guest speakers, host workshops, and facilitate networking events to provide students with direct access to leaders in the field. Additionally, our faculty maintain active involvement in professional associations and participates in advocacy efforts to stay connected with industry developments and promote the interests of the interpreting community.

While many of our students come to us with a bachelor’s degree, we also recognize the importance of fostering seamless pathways for students transferring credits to other institutions. To facilitate this, we have established articulation agreements with partner institutions, outlining the transfer of credits and ensuring alignment between curricula. Students can transfer to St. Joseph’s University to obtain a B.A. in Liberal Studies or to Bloomsburg University to obtain a B.A. in Technical Leadership. There are also some online B.A. programs in interpreting that while we do not have official agreements in place, the program faculty have worked with students who want to transfer to this kind of program.

The ASL/English Interpreting program at the College continues to be an important program that is valuable in the Philadelphia area. Local interpreting agencies report that every month, interpreting jobs are not filled due to a lack of interpreters. This trend mirrors what the field is experiencing on a national level. The program is dedicated to educating the most qualified interpreters it can, given the time frame and design of the curriculum. While challenges do still exist in this effort, the program is very motivated and continues to provide experiences for the students to ensure the success and relevance of our graduates in diverse interpreting contexts.

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia Wednesday,
April 1, 2024 – 8:00 A.M.**

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

Present for the Administration: Dr. Donald Generals (via zoom), Mr. Vance Gray (via zoom), Mr. David Solomon (via zoom), Dr. Alycia Marshall (via zoom), Mr. Jacob Eapen, Ms. Victoria Zellers, Esq., John Wiggins, Dr. Mellissia Zanjani, Mr. Gim Lim, Dr. David Thomas, Ms. Danielle Liautaud Watkins (via zoom), Dr. Shannon Rooney, Ms. Carolyn Flynn, Esq., Ms. Jasmine Sessoms, and Mr. Derrick Sawyer

Guests: Dr. Judith Gay, Vice President Emerita (via zoom)

PUBLIC SESSION AGENDA

Mr. Soileau called the meeting to order at 8:03 A.M. Mr. Soileau asked Mr. Eapen to proceed with the first agenda item.

(1) Resolution for Capital Budget Request to PDE – Health & Life Sciences Building (Action Item)

Mr. Eapen stated that the College submitted to the Pennsylvania Department of Education (PDE) a resolution for the Health & Life Sciences for \$45,000,000 which was approved by the Board of Trustees on March 3, 2022 (see Attachment A).

The PDE requires a new resolution passed by the Board of Trustees since the resolution passed on March 3, 2022 is more than two years old (see Attachment B).

Discussion: Mr. Soileau described the tentative timeline of the Health & Life Sciences Building project starting with the need analysis with ECONSULT which was discussed during the last Business Affairs Committee meeting, an Architect RFP to begin in July 2024, and the selection of an Architect in December 2024.

Mr. Epps asked for clarity on the programs, and asked what drives the need for physical plants? Dr. Generals stated that capacity is the issue. Dr. Generals also stated that health education requires simulated labs that simulate hospital experiences. Dr. Generals also stated that hospitals can use the Life, Science and Health building for continued education. Mr. Epps stated since the Business & Industry building is underutilized, should the Committee consider retro-up versus ground-up?

Dr. Generals stated that we did not do that type of assessment. Dr. Generals also mentioned that the goal was to continue the CBI building for Business & Industry programs. Mr. Soileau requested information about CCP's plan to maximize that facility, and Dr. Generals stated that there were no plans right now.

Dr. Generals also mentioned there have been discussions with possibly partnering with Temple and University of Pennsylvania. Ms. Posoff asked if we defer to next year, would the capital funding change and jeopardize us in getting the \$45,000,000? Mr. Eapen responded that the College could defer one year and apply the next year; however, there is no guarantee to get the funding. Ms. Posoff also asked if the \$22,500,000 from the state goes through the Governor's office. Mr. Eapen responded that the PDE makes recommendations to the Council of Presidents and they usually agree with PDE's recommendation. Subsequent to that, PDE approves the capital projects. Mr. Eapen also stated that \$22,500,000 will be paid from the state, and the remaining \$22,500,000 will be from debt service. Mr. Eapen mentioned that it is key to look for public/private sources and partnerships for the remaining \$22,500,000.

Dr. Generals added there have been conversations regarding needs analyses with Richard Cohen & John Lasky at Temple University who mentioned that they cannot find enough technicians and were excited about the building.

Mr. Soileau summarized the discussion and spoke about three (3) buckets:

1. Understanding the capacity
Multiple deployments: CATC, NWRC, Proposed building
2. Fit into the Master Plan/Mosaic study.
3. Advisory group (MOU's/Letter of Intent)
Higher Needs

Ms. Posoff suggested that the college develop a list of names for an Advisory body. Mr. Epps stated that there is a struggle with the implementation of the CATC. Mr. Epps also stated that we have 40% - 50% less students. Mr. Epps responded that we don't have enough information. Mr. Epps added that no one is building in higher education except for the Ivy League institutions.

Mr. Dubow inquired about the risk of not going forward. Mr. Eapen stated that if we tell PDE we are not moving forward, another college could replace CCP's application for this cycle, but CCP could possibly seek funding in the following cycle. Mr. Dubow stated that we have a good track record, and Mr. Eapen confirmed that CCP does have a good track record. Mr. Epps also stated, we are not ready. Ms. Posoff asked about the process to delay this decision at this time, and Ms. Zellers stated that the Committee could table it until further notice. Mr. DuBow asked about a timeline that we could get the information. Dr. Generals responded a month or more.

Mr. Bradley stated that the challenge is that the timing is not right.

Action: The Business Affairs Committee tabled the approval of the resolution to submit to PDE for funding for the Health and Life Science Building in that amount of \$45,000,000

Meeting adjourned at 8:40 am.

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

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

ATTACHMENT A

COLLEGE: Community College of Philadelphia

TITLE: FISCAL YEAR 2022-2023 PDE CAPITAL PROJECTS APPLICATIONS
Board of Trustees

BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE OF PHILADELPHIA APPROVE THE SUBMISSION OF PDE APPLICATIONS FOR THE FOLLOWING CAPITAL PROJECTS:

PROJECT NAME: New Project: Health and Life Sciences Building

Already a health care hub of the United States, Philadelphia is emerging as the *Cellicon* capital of the country. The life sciences and health care industries are driving the engine of growth for the city and the state. The Health and Life Sciences building embodies Community College of Philadelphia's commitment to preparing the leaders and workforce of tomorrow for the industries. The building will feature the most technologically advanced collaborative learning spaces, state of the art simulation classrooms, and advanced life science laboratories. The building will house programs that will train students in the areas of nursing, dental hygiene, biology, and workforce development programs in pharmaceutical and cellular biology. The building is aimed at fostering a spirit of collaborative teaching and learning amongst students and faculty.

Estimated Total Cost of Project \$45,000,000

PROJECT NAME: New Project: Simulation/Skills Lab for Nursing & Other Allied Health Programs

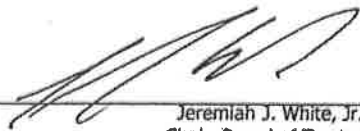
Enhancements are needed in the West Building to create a state of the art simulation/skills lab environment that can be used by the Nursing and Allied Health programs to allow for skill development and interprofessional education and experiences for the students in these programs. The current lab configuration is not optimal and lacks adequate space. The enhancement will allow for better clinical group simulations, coaching and mentoring activities and would allow for additional lab sections to be run simultaneously. Included with the enhancements would be the creation of two dedicated simulation labs with an adjacent control room. The space would mimic a hospital room and have the appropriate technology to live-feed and record the simulations. A small computer room for student use would also be added. With this enhancement there will be student opportunities to experience the lab components of nursing, respiratory, diagnostic imaging, dental and clinical lab technician as part of the Allied Health 101 course. Instructors and students will have better access to technology rich tools for acquiring knowledge that will lead to improved student outcomes.

Estimated Total Cost of Project \$725,000
Cash Project

PROJECT NAME: Carry Over Project: Physics Instructional Space Enhancements

The enhancement of the Physics learning environment consists of facilitating an integrated lecture and laboratory approach, providing easy access to technology and space for demonstration, increased and more efficient space utilization for materials handling / storage, and re-structuring of areas for lab preparation that are needed to support the new technologies, the state-of-the-art equipment and evolving pedagogy of the fields of Physics and Engineering Science. This update will include life-safety and improve accessibility throughout. Instructors and students will have technology rich tools for discovering information and acquiring knowledge thus creating an interactive environment that will foster the ability to exchange information and improve the students' learning experience and course outcomes. The estimated costs for the enhancements to the Physics Instructional space are \$627,000 which includes all equipment.

Estimated Total Cost of Project \$627,000
Cash Project



Jeremiah J. White, Jr.
Chair, Board of Trustees

Date of Board Approval:

Community College of Philadelphia

March 3, 2022

COLLEGE: Community College of Philadelphia

TITLE: FISCAL YEAR 2024-2025 PDE CAPITAL PROJECTS APPLICATIONS

BOARD OF TRUSTEES

BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE OF PHILADELPHIA APPROVE THE SUBMISSION OF PDE APPLICATIONS FOR THE FOLLOWING CAPITAL PROJECT:

PROJECT

NAME: Carryover Project: Health and Life Sciences Building

Already a health care hub of the United States, Philadelphia is emerging as the Ce/licon capital of the country. The life sciences and health care industries are driving the engine of growth for the city and the state. The Health and Life Sciences building embodies Community College of Philadelphia's commitment to preparing the leaders and workforce of tomorrow for the industries. The building will feature the most technologically advanced collaborative learning spaces, state of the art simulation classrooms, and advanced life science laboratories. The building will house programs that will train students in the areas of nursing, dental hygiene, biology, and workforce development programs in pharmaceutical and cellular biology. The building is aimed at fostering a spirit of collaborative teaching and learning amongst student and faculty.

Estimated Total Cost of Project: \$45,000,000

**Harold I Epps
Chair, Board of Trustees
Community College of Philadelphia**

Date of
Board
Approval

April 2, 2024

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia Wednesday,
April 17, 2024 – 9:00 A.M.**

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

Present for the Administration: Dr. Donald General, Dr. Shannon Rooney, Ms. Josephine DiGregorio, Mr. Jacob Eapen, Ms. Jasmine Sessoms, Dr. Mellissia Zanjani (via zoom), Ms. Victoria Zellers, Esq., Dr. Danielle Liautaud-Watkins, Ms. Carolyn Flynn, Esq., Mr. Derrick Sawyer, Mr. Gim Lim, Mr. John Wiggins, Ms. Marsia Henley, and Dr. Darren Lipscomb

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

Mr. Soileau called the meeting to order at 9:05 A.M. Mr. Soileau highlighted the agenda items, and asked Mr. Eapen to proceed with item one.

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

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

(1) Contract with Cozen & O'Connor for Lobbying Services (Action Item)

Discussion: Mr. Eapen stated that the he College issued an RFQ for Lobbying Services for qualified Lobbying firms. The last time an RFQ was issues was in 2019 when Cozen O'Connor was selected and is currently providing these services. The scope of services sought were to engage a firm who specializes in issue-based City, State and Federal lobbying services. The selected firm will track and monitor legislation that advances the College's legislative agenda as set forth by the College. The firm will strategize with key individuals at the College on funding sources and programs that align with the College's priorities. This includes but is not limited to budget season, funding streams through PDE, DCED, The City of Philadelphia Grants Office, and Economic Development Assistance Programs. The selected firm will also monitor and compile all legislation that is pertinent to the College. This would include, proposed bills, amendments to bills, and memorandum. The firm would also provide compliance assistance to the College's staff for lobbying disclosures.

Evaluative criteria consisted of the following factors:

- Expertise in influencing legislation
- Demonstrated commitment to diversity
- Demonstration of State, City and Federal relationships

Mr. Eapen stated that RFQ #10205 was issued on February 9, 2024 to 5 firms who have strong local, state and federal alliances; Buchanan & Ingersoll, Ballard Spahr, Hazzouri & Associates, William Dunbar, and Cozen & O'Connor. We received one response from Cozen & O'Connor Public Strategies (CPS) who held firm their current fees of \$15,000 monthly flat fee.

The Cozen & O'Connor Public Strategies (CPS) team that supports CCP is led by a Black Managing Director, Joseph Hill, is 40% people of color, and 80% women. CPS is a wholly owned subsidiary of Cozen O'Connor, an AmLaw 100 law firm. The College has been very pleased with the work Cozen has provided.

Over the past five years, CPS has lobbied for CCP at the federal, city and state levels to secure Redevelopment Assistance Capital Program (RACP) funding, including a \$3 million grant in 2021 for building renovations at CCP's Main Campus, and significant allocations from the annual city budget. Throughout this multi-year engagement, CPS has also assisted in raising the College's profile, supported the launch of the Octavius Catto Scholarship Program, organized several lobby days in both Washington, DC and Harrisburg, and nurtured positive, collaborative relationships with elected officials, community leaders, political influencers, and other important stakeholders, laying the groundwork for future success in achieving the College's government relations goals.

Ms. Sessions stated that she co-handles city and state, and Mr. Dunbar is a liaison to Mayor Parker. Mr. Dubow asked why did no one else respond to the RFP. Ms. Sessions stated that Lobbyists are over extended. Ms. Sessions added that Cozen and O'Connor does a great job, and CCP picked the best of the best. Mr. Epps added that Mr. Joe Hill at Cozen and O'Connor does an outstanding job.

Action: Mr. Dubow motioned, and Mr. White seconded to motion that the Business Affairs Committee recommend to the full Board an award to CPS a three (3) year contract at an annual cost of \$180,000 with two one-year extensions at the same rate. The funds for this contract will be funded from the College's operating budget. The motion passed unanimously.

Please note that Mr. Epps did not vote on this agenda item.

(2) CI Solutions: Enclosed Glazed Wall Systems for Winnet S1SW Project (Action Item)

Discussion: Mr. Wiggins stated that the Facilities Department requests approval for the purchase of powered enclosed glazed wall systems from CI Solutions for the Winnet S1SW Project.

Mr. Wiggins also stated that this project aims to expand, renovate, and modernize the existing 8,000 sq. ft. Student Services Space on the first floor of the Winnet Building to accommodate the needs of various student services programs. The space, formerly the old cafeteria, will be redesigned to facilitate diverse programs and student gatherings.

CI Solutions is one of our preferred vendors authorized to sell Hayworth products for Office systems solutions and furniture. They are a WMBE vendor based in the Philadelphia market.

Furthermore, leveraging our existing contract with Hayworth ensures cost-effectiveness and compliance with procurement procedures. Ms. Henley added that CI Solutions is located on Germantown Avenue in Philadelphia, and they have seven (7) employees and 72% are people of color.

We propose to utilize our national contract with Hayworth (Purchasing Agreement NSA 81246) which offers a substantial 65% discount. The proposed price of \$440,805 covers design, equipment, installation, and project management for the wall systems.

These enclosed glazed wall systems from CI Solutions align perfectly with our project goals, offering both functionality and aesthetic appeal. This product also allows for the flexibility to reconfigure room sizes and use functions as program and space needs come up in future without the need to bring in major construction crews and cost of remodeling. Mr. Wiggins added that the cost is slightly higher, but will payout in the long run.

Action: Mr. White motioned, and Mr. Dubow seconded the motion that the Business Affairs Committee to recommend to the full Board the approval of the purchase of the enclosed wall systems from CI Solutions as outlined above in the amount of \$440,805. These funds will be from the College's capital budget.

(3) Design for Winnet Renovation Project (Action Item)

Discussion: Mr. Wiggins stated that staff seeks approval to engage Paradigm Architecture + Urban Design for architectural design services to prepare documentation for construction of Winnet renovations. The project includes the expansion, renovation and modernization of the existing Student Services space in the Winnet Building first floor to accommodate the needs of KEYS, Women's Center, Career Connections, MarcDavid LGBTQ, and the Office of Collegiate Recovery.

Mr. Wiggins added that the initial contract cost for design was \$98,850 and the additional construction administration/engineering cost are \$29,500 for a total of \$128,350. Ms. Henley reported that Paradigm is located in Philadelphia with 6 employees, and 67% are people of color.

Mr. Dubow asked if this was from the capital budget, and Mr. Eapen confirmed that it is from the capital budget.

Action: Mr. White motioned, and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Board of Trustees to award Paradigm Architecture & Urban Design (MBE) in the amount of \$128,350. These funds for this contract will be funded from the College's capital budget.

(4) Continuation of Appointment of O&S Associates, Inc. as Expert Engineering Consultant for the CATC (Action Item)

Discussion: Ms. Zeller's reported that the College's Construction Counsel Fox Rothschild recommended that the College obtain an engineering expert to assist the College in legal matters related to the completion of the Career & Advanced Technology Center and recommended O&S Associates, Inc., an MBE firm with offices in Pennsylvania and New Jersey. Given the ongoing and complicated construction disputes with the Construction

Manager and some of the contractors, O&S Associates, Inc.'s services have exceeded what was initially anticipated and has now reached the level requiring Board approval.

O&S Associates, Inc. has been instrumental in guiding the College through these construction disputes and ensuring the Contractors meet the standards required by their contracts. Current invoices for fiscal year 2024 for have reached \$92,533. The rate for the primary engineer assigned to this project is \$400 per hour. O&S offered a 15% discount moving forward, and the revised rate will be \$340.

Ms. Zellers stated that O&S reviewed the Northwest Regional Center, and recovered \$1,000,000 of damages. Ms. Zellers also stated that O&S brought McGoldrick to completion.

Mr. Dubow asked if there is an anticipation that the fees could go over \$100,000. Ms. Zellers responded that it depends how long it would take.

Action: Mr. White motioned, and Mr. Dubow seconded the motion to approve O&S Associates, Inc. as Expert Engineering Consultant for all matters related to the CATC through the completion of the CATC and all legal matters related to the CATC contractors and recommend their appointment to the College's Board of Trustees. The funds will be from the College's operating budget.

(5) Resolution: Release of Transcripts to Students with Outstanding Balances Owed to the College (Action Item).

Discussion: Dr. Rooney stated that effective July 1, 2024, § 668.14(b)(34) of the Code of Federal Regulations will require post-secondary institutions to provide an official transcript that includes all the credit or clock hours for payment periods in which a student received Title IV, HEA funds and for which all institutional charges were paid at the time the request is made. In turn, the administration seeks authorization from the Board of Trustees to make complete college transcripts available to students regardless of whether they have any outstanding balance owed to the College. See Attachment B.

Ms. Zellers stated that this only applies to students who receive Title IV funds, however, it is recommended that CCP treat all students the same. Ms. Zellers gave an example that two years ago, CUNY was accused of being anti-racist. Mr. Epps added that this is a pro social justice issue.

Dr. Lipscomb stated the college writes off \$1.3 million in debt, and receives \$143,000 back. Currently they are not seeing a successful number of students who pay for transcripts. Ms. Zellers noted that \$143,000 are not from Title IV students. Ms. Zellers also added that 60% of students are on financial aid, and 38% do not receive Title IV.

Action: Mr. Dubow motioned, and Mr. White seconded the motion to recommend this resolution of the full Board.

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

The next meeting of the Business Affairs Committee is scheduled for Wednesday, May 15, 2024 at 9:00 A.M.

The meeting was adjourned at 9:55 A.M.

EXECUTIVE SESSION

An Executive Session will follow the Public Session. Discussions will center on negotiations and resolutions.

The zoom information for the Executive Session will be provided in a separate email.

JE/tn

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

ATTACHMENT A
FUNDING FOR ACTION ITEMS
MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
AGENDA: April 17, 2024

Agenda No.	Vendor/Consultant	Amount	Source
1	Cozen & O'Connor	\$180,000 (annual)	Operating Budget
2	CI Solutions	\$440,805	Capital Budget & RACP
3	Paradigm Arch & Urban Design	\$128,350	Capital Budget
4	O&S Associates		Operating Budget

ATTACHMENT B

RESOLUTION: RELEASE OF TRANSCRIPTS TO STUDENTS WITH OUTSTANDING
BALANCES OWED TO THE COLLEGE

Resolution: FY 2024-007

Resolution of the Community College of Philadelphia’s Board of Trustees Regarding the Release of Transcripts to Students with Outstanding Balances owed to the College

Fiscal Year 2024 - 007

WHEREAS, the Code of Federal Regulations has been amended to add § 668.14(b)(34) which requires a post-secondary institution to *provide an official transcript that includes all the credit or clock hours for payment periods in which a student received Title IV, HEA funds and for which all institutional charges were paid at the time the request is made*, effective July 1, 2024;

WHEREAS, the College seeks to treat students who do not receive Title IV funds equitably with those who do receive Title IV funds and make all transcripts available to students regardless of whether they have any outstanding balance owed to the College and the College is not able to provide partial transcripts;

NOW, therefore on this 2nd day of May, 2024, the Board of Trustees for the Community College of Philadelphia, hereby authorizes the release of transcripts to students with outstanding balances to the College, effective July 1, 2024. This authorization does not include the release of diplomas and does not impact the requirement for students to satisfy payment of their balance prior to registering for subsequent terms.

Harold T. Epps, Chair of Board of Trustees

Dominique Ward, Secretary of the Board of Trustees

Donald Generals, Ed.D., President

Jacob Eapen, Treasurer

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, April 4, 2024 – 3:00 p.m.
Isadore A. Shrager Boardroom, Room M2-1/Hybrid

Present: Mr. Harold T. Epps, presiding: Ms. Ajeenah Amir, Mr. Pat Clancy, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, Ms. Mindy Posoff, Mrs. Dominique Ward, 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. Victoria Zellers, Ms. Carolyn Flynn, and Dr. Brad Kovaleski

(1) Executive Session

The Executive Session was devoted to a discussion of negotiations, legal matters, and real estate.

(2) Meeting Called to Order

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

(3) Public Comment

M. Asli Dukan, Adjunct Instructor, Photographic Imaging, expressed concern on behalf of the Faculty & Staff Federation of the Community College of Philadelphia, AFT Local 2026, regarding the Community College of Philadelphia Foundation accepting a donation for the Black & Gold Gala from Day & Zimmerman based on its involvement in manufacturing ammunition/weapons that have been reported as being used in Gaza. M. Dukan requested that the Board return the donation.

(4) Report of the President

(a) Update on the Governor’s Plan for Higher Education

Dr. Generals reported that the community colleges continue to negotiate with the Governor regarding his plan for higher education in Pennsylvania. He stated that the community colleges support the plan’s focus on access, low tuition, and workforce development. Dr. Generals stated that Governor Shapiro spoke to the presidents at the Pennsylvania Commission for Community Colleges Annual meeting on April 2, 2024. He stated that the Governor is proceeding with the plan for the establishment of a system of PASSHE schools and community colleges. Dr. Generals stated that legislation will be introduced to

establish an entity that will eventually be the new system. Dr. General's stated that an interim authority will be appointed to lead the system. Dr. General's stated that the community college presidents will continue to meet with Dr. Kate Shaw and negotiate.

(b) Update on Enrollment

Dr. Rooney provided an update on enrollment. She stated that overall, spring enrollment is up 5% in headcount and 5% in credit hours. Dr. Rooney noted that we budgeted a 2% increase for enrollment. Dr. Rooney stated enrollment at the Northeast Regional Center is up 13% and 26% at the CATC and the West Regional Center. Dr. Rooney stated that enrollment online is even overall. She stated that there is a decline in new students but growth in continuing students.

Dr. Rooney reported that enrollment for summer I and II are up by 7% in headcount and 10% in credit hours. She stated that summer session I begins May 13 - June 26, 2024, and that summer session II July 9 - August 20. For fall 2024, Dr. Rooney reported that priority registration begins next week.

Ms. Ireland stated that she is trying to understand enrollment at the CATC. Dr. General's stated that the plan is to do a deep dive regarding enrollment at CATC at the next Workforce Subcommittee meeting.

(c) Update on Brand Launch – April 11, 2024

Dr. Rooney provided an update on activities planned for the Brand Launch on Thursday, April 11, 2024. She stated that the event is scheduled 11:00 a.m. – 1:00 p.m. Dr. Rooney stated that the College has received permission to close part of 17th street for the event. She stated that swags of the brand will be distributed to all attendees, and food will be served throughout the event. Dr. Rooney stated that the event will be followed by a beer garden at 4:00 p.m. in Matthias Baldwin Park.

(d) Update on Commencement

At the request of Dr. General's, Dr. Kovaleski provided an update on Commencement. He stated that Commencement is scheduled for Saturday, May 4, 2024, at 10:00 a.m. at Temple Liacouras Center. Dr. Kovaleski stated that to date, between 1100-1200 students are scheduled to walk at Commencement, and that the anticipated number of graduates is expected to be between 1800 -2000. Dr. Kovaleski asked that members of the Board arrive at the Center no later than 9:15 a.m.

(e) Update on the Pennsylvania Commission for Community Colleges Annual Meeting April 2-3, 2024 - Harrisburg

At the request of Dr. Generals, Ms. Ireland reported that she made a presentation to the Workforce Subcommittee at the Pennsylvania Commission for Community Colleges Annual Meeting. She stated that the meeting went well and that there was a good discussion on approaches to workforce and the impact of the Governor's blueprint on workforce. Ms. Ireland reported that Dr. Tim Renick, from Georgia State University, was the keynote speaker. Dr. Renick discussed his efforts and successes in closing the equity gap.

(f) Northwest Campus – Timeline

Dr. Generals reported that there is no timeline at this time for the Northwest Regional Center project. He stated that staff are in the process of reviewing programming for the project. Dr. Generals stated that Mr. Eapen is also working with the School District of Philadelphia regarding further clarification on the project. Dr. Generals stated that he will keep the Board updated.

(g) Events

Dr. Generals reported that he had participated as a panelist on the Presidential Advisory Commission on Advancing Educational Equity, Excellence, and Economic Opportunity for Black Americans on April 4, 2024. The topic of discussion was "Preparing Black Students for Education and Career Success."

Dr. Generals reported that he had participated in the partnership signing event with Lincoln University on April 1, 2024. Dr. Brenda Allen, president of Lincoln University, participated in the signing ceremony. The new agreement is a Post Baccalaureate Nursing option.

(h) Foundation Report

Dr. Zanjani called attention to the Report on Grants and Gifts which was part of the Board of Trustees meeting materials. She stated that the report reflects the period of July 1, 2023 through February 29, 2024. Dr. Zanjani stated that for public/governmental fundraising, \$1,281,219 has been raised from public sources. For private/philanthropic fundraising, \$2,578,024 has been raised versus \$2,833,244 at this time last year.

Comprehensive Major Gifts Campaign

Dr. Zanjani reported that the major gifts campaign continues. She noted that there were two \$1 million gifts; several half a million dollars gifts from private donors; and several

million-dollar gifts from public sources. Dr. Zanjani stated that the Institutional Advancement staff are diligently working to identify, ascertain interest, and involve potential multi-million-dollar donors. As noted on the timeline, the next two-thirds of the campaign is to engage Board volunteers and others as we move towards the public phase of the campaign.

Black and Gold Gala

Dr. Waller reported that to date, 42 sponsors are supporting the Gala for a total of \$307,750, which is 41% towards a goal of \$750,000. Dr. Waller urged members of the Board to commit to a sponsorship or purchase tickets for the Gala.

Alumni Association

Dr. Waller reported that on April 22, 2024, alumni are invited to join students for a volunteer shift at MANNA (Metropolitan Area Neighborhood Nutrition Alliance). The CEO of MANNA, Ms. Sue Daugherty, is a Community College of Philadelphia alumna and this year's Gala Alumni Achievement Award honoree.

Dr. Waller reported that on May 8, 2024, the Alumni Association will host a spring alumni reception. New graduates from the Class of 2024 will be invited to attend.

Women's History Month

Dr. Waller reported that on March 11, 2024, the Foundation hosted its first event to celebrate Women's History Month. *Leading Ladies: Empowering the Community*, which featured three powerful female panelists: Ms. Malika Rahman, Assistant Professor of Criminal Justice at Community College of Philadelphia, Ms. Sue Daugherty, CEO of MANNA and CCP Alumna, and Ms. Kelly Sheard, Director of the Gender Wealth Institute at Women's Way. The Foundation also established the Women's Empowerment Fund dedicated to providing essential resources, including funding for childcare, food, transportation, and more, to help students realize their dream of obtaining a college degree.

Giving and Getting

Dr. Waller reported that the friendly competition between both boards continues. As of April 2, 2024, 40% of the Foundation Board of Directors and 50% of the Board of Trustees have made a gift. Dr. Waller stated that she looked forward to connecting with members of the Board to continue to increase the participation to 100%.

(5) Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on March 14, 2024. She stated that the meeting focused on updates. Ms. Fulmore-Townsend stated that the meeting was one of the best she has ever attended.

Ms. Fulmore-Townsend reported that the Committee received a significant amount of feedback on the Liberal Arts Honors update. She stated that the structure of honors has been revised to target Catto cohorts and be more accessible to part-time students. Ms. Fulmore-Townsend stated that enrollment has increased, the program now includes more equitable and online options for honors students, and a more equitable and diverse student participation.

Ms. Fulmore-Townsend stated that the Committee discussed the progress that has been made since the last academic program review of the Behavioral Health and Human Services program. She stated that progress has been made in many areas including enrollment, retention, and planning for the future. She stated that the strategy focused on aligning the curriculum with the City's needs as well as reinstitute the advisory committee. Ms. Fulmore-Townsend stated that a great level of work has been accomplished by faculty over the last year.

Ms. Fulmore-Townsend reported that the Committee was informed of a new merged program, Communication and Media Studies. She stated that the program started last summer after the Board suggested merging the Communication and Mass Media Studies programs.

Ms. Fulmore-Townsend stated that the meeting ended with applause, and kudos to all for the work that was accomplished.

(6) Audit Committee

At the request of Mr. Epps, Mr. Eapen reported that the Audit Committee met on March 20, 2024. He stated that the Committee reviewed the 2022-2023 Uniform Guidance Audit Report. Mr. Eapen stated that overall 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. Mr. Eapen stated that the College had already responded regarding the exception on financial aid. He stated that the exception was caught, remediated, and fixed.

Mr. Eapen stated that the Committee reviewed the financial statements. He stated that no material weaknesses were identified. Mr. Eapen stated that Grant Thornton had the full cooperation from management.

Mr. Eapen reported that Mr. Robert Lucas, Internal Auditor, provided an update on the 2022-2024 Internal Audit Plan.

After discussion, Mr. Dubow moved, with Mr. Clancy seconding, that the Board accept the 2022-2023 Uniform Guidance Audit Report. The motion carried unanimously.

(7) Policy Work Group

Ms. Posoff reported that the Policy Committee met on March 25, 2024 to review policies in accordance with Policy 319. She stated that the workgroup had a robust conversation about policies and the amount of work that is underway to keep policies up to date. Ms. Posoff stated that she will have an update on policies for the Board at the August meeting for vote of approval at the October meeting. She stated that with Ms. Zellers leaving, Mr. David Solomon will lead the Policy Work Group.

(8) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of March 14, 2024
- (b) Gifts and Grants

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

(9) Report of the Chair

(a) Commencement Ceremony

Mr. Epps urged members of the Board to attend the Commencement Ceremony scheduled for Saturday, May 4, 2024, at 10:00 a.m. at Temple Liacouras Center. Members of the Board were requested to arrive at the Liacouras Center no later than 9:15 a.m.

(b) Board Representation at Year-End Events

Mr. Epps asked for volunteers to represent the Board at two year-end events: The Nurses Pinning Ceremony scheduled for Friday, May 3, 2024, at 10:00 a.m. in the College Athletic Center, and the Academic Awards Ceremony, scheduled for Friday, May 3, 2024, at 4:00 p.m. in the Large Auditorium, BG-20. Since no members of the Board were able to participate, Mr. Epps stated that he would represent the Board at both events.

(c) Nominating Committee for Board Officers

Mr. Epps reported that Mr. Clancy will chair the Nominating Committee for Board Officers.

(d) Committee of the Whole Feedback

Mr. Epps reported that he had received very positive feedback from members of the Board regarding the March 13, 2024 dinner and presentation.

(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, May 2, 2024, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

The meeting adjourned at 4:15 p.m.

The Board reconvened in Executive Session.

(13) Executive Session

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

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, April 4, 2024 – 3:00 p.m.
Isadore A. Shrager Boardroom, Room M2-1/Hybrid
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Harold T. Epps, presiding: Ms. Ajeenah Amir, Mr. Pat Clancy, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, Ms. Mindy Posoff, Mrs. Dominique Ward, 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. Victoria Zellers, Ms. Carolyn Flynn, and Dr. Brad Kovaleski

(1) Executive Session

The Executive Session was devoted to a discussion of negotiations, legal matters, and real estate.

(2) Meeting Called to Order

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

(3) Public Comment

M. Asli Dukan, Adjunct Instructor, Photographic Imaging, expressed concern on behalf of the Faculty & Staff Federation of the Community College of Philadelphia, AFT Local 2026, regarding the Community College of Philadelphia Foundation accepting a donation for the Black & Gold Gala from Day & Zimmerman based on its involvement in manufacturing ammunition/weapons that have been reported as being used in Gaza. M. Dukan requested that the Board return the donation.

(4) Report of the President

(a) Update on the Governor’s Plan for Higher Education

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

(b) Update on Enrollment

The Board was provided with an update on enrollment for spring; enrollment at the Northeast Regional Center, CATC, and the West Regional Center. The Board was also provided with a report on enrollment for summer I and II.

(c) Update on Brand Launch – April 11, 2024

The Board was provided with an update on activities planned for the Brand Launch on Thursday, April 11, 2024.

(d) Update on Commencement

The Board was provided with an update on Commencement which is scheduled for Saturday, May 4, 2024, at 10:00 a.m. at Temple Liacouras Center. Members of the Board were asked to arrive at the Center no later than 9:15 a.m.

(e) Update on the Pennsylvania Commission
for Community Colleges Annual Meeting
April 2-3, 2024 - Harrisburg

Ms. Ireland made a presentation to the Workforce Subcommittee at the Pennsylvania Commission for Community College Annual Meeting.

(f) Northwest Campus – Timeline

The Board was provided with an update of the Northwest campus project.

(g) Events

Dr. Generals participated as a panelist on the Presidential Advisory Commission on Advancing Educational Equity, Excellence, and Economic Opportunity for Black Americans on April 4, 2024.

Dr. Generals participated in the partnership signing event with Lincoln University on April 1, 2024.

(h) 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 February 29, 2024.

Comprehensive Major Gifts Campaign

The Board was provided with an update on the major gifts campaign.

Black and Gold Gala

The Board was provided with an update on sponsorships for the Gala. To date, 42 sponsors are supporting the Gala for a total of \$307,750, which is 41% towards a goal of \$750,000.

Alumni Association

Community College of Philadelphia alumni have been invited to join students on April 22, 2024, for a volunteer shift at MANNA (Metropolitan Area Neighborhood Nutrition Alliance).

The Alumni Association will host a spring reception on May 8, 2024.

Women's History Month

The Foundation hosted its first event to celebrate Women's History Month on March 11, 2024.

Giving and Getting

The friendly competition between both boards continues. As of April 2, 2024, 40% of the Foundation Board of Directors and 50% of the Board of Trustees have made a gift.

(5) Student Outcomes Committee

The Student Outcomes Committee met on March 14, 2024. The meeting focused on updates on the Liberal Arts Honors program, and the Behavioral Health and Human Services program. The Committee was also informed of a new merged program, Communication and Media Studies.

(6) Audit Committee

The Audit Committee met on March 20, 2024. The Committee reviewed the 2022-2023 Uniform Guidance Audit Report.

The Board accepted the 2022-2023 Uniform Guidance Audit Report.

(7) Policy Work Group

The Board was provided with an update of the work that is underway to keep policies up to date.

(8) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of March 14, 2024
- (b) Gifts and Grants

(9) Report of the Chair

(a) Commencement Ceremony

The Commencement Ceremony is scheduled for Saturday, May 4, 2024, at 10:00 a.m. at Temple Liacouras Center. Members of the Board were requested to arrive at the Liacouras Center no later than 9:15 a.m.

(b) Board Representation at Year-End Events

Mr. Epps will be representing the Board of Trustees at the following events:

- The Nurses Pinning Ceremony scheduled for Friday, May 3, 2024, at 10:00 a.m. in the College Athletic Center; and
- The Academic Awards Ceremony, scheduled for Friday, May 3, 2024, at 4:00 p.m. in the Large Auditorium.

(c) Nominating Committee for Board Officers

Mr. Clancy will chair the Nominating Committee for Board Officers.

(d) Committee of the Whole Feedback

The feedback from members of the Board regarding the March 13, 2024 dinner and presentation was very positive.

(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, May 2, 2024, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

The meeting adjourned at 4:15 p.m.

The Board reconvened in Executive Session.

(13) Executive Session

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

**Community College of Philadelphia
Meeting of the Board of Trustees
May 2, 2024
Office of Institutional Advancement
Record of Grants and Gifts FY24**

Summary by Source:

Held by College	FY 2024		FY 2023	FY2024 and FY2023
	<i>since last report 3/1/24 - 3/31/24</i>	Fiscal Year To Date 7/1/23 - 3/31/24	Fiscal Year To Date 7/1/22 - 3/31/23	Variance 7/1 - 3/31
Federal	\$ -	\$ 1,284,969	\$ 10,275,200	\$ (8,990,231)
State	\$ -	\$ 11,600	\$ 3,380,873	\$ (3,369,273)
Local / City	\$ -	\$ 16,928	\$ -	\$ 16,928
Total	\$ -	\$ 1,313,497	\$ 13,656,073	\$ (12,342,576)
Held by Foundation (Cash-in-Hand)	<i>since last report 3/1/24 - 3/31/24</i>	Fiscal Year To Date 7/1/23 - 3/31/24	Fiscal Year To Date 7/1/22 - 3/31/23	Variance 7/1 - 3/31
Corporation	\$ 67,500	\$ 295,585	\$ 737,013	\$ (441,428)
Foundation	\$ 2,584	\$ 2,164,481	\$ 2,260,211	\$ (95,730)
Individual	\$ 10,873	\$ 324,777	\$ 320,386	\$ 4,391
Organization	\$ 11,500	\$ 199,887	\$ 262,688	\$ (62,801)
Total	\$ 92,457	\$ 2,984,730	\$ 3,580,298	\$ (595,568)
TOTAL	\$ 92,457	\$ 4,298,227	\$ 17,236,371	\$ (12,938,144)

Gifts In-Kind	<i>since last report 3/1/24 - 3/31/24</i>	Fiscal Year To Date 7/1/23 - 3/31/24	Fiscal Year To Date 7/1/22 - 3/31/23	Variance 7/1 - 3/31
TOTAL	\$ -	\$ 10,885	\$ 27,657	\$ (16,772)

PUBLIC / GOVERNMENT SUMMARY (posted 3/1/24 – 3/31/24 since April 4, 2024 meeting)

- No new public grants were posted since the April meeting.

PRIVATE / PHILANTHROPIC SUMMARY (posted 3/1/24 – 3/31/24 since April 4, 2024 meeting)

- Parx Casino awarded \$38,000 for Strong Lives, Strong Futures, Strong Men Scholarship; Center for Male Engagement; Women’s Outreach and Advocacy Center; Veterans Resource Center Emergency Fund; MarcDavid LGBTQ Center; Center on Disability; Office of Collegiate Recovery; and I Am More - Reentry Engagement Program.
- Penn Medicine awarded \$10,000, and Citizens Bank awarded \$5,000, to the FY24 Black & Gold Gala.
- The First Presbyterian Church in Philadelphia awarded \$6,000 to the First Presbyterian Church in Philadelphia Scholarship Fund and the LGBTQ and the First Presbyterian Church in Philadelphia LGBTQ Scholarship Fund.



May 2024 Events

May 4

Commencement Ceremony
10:00 a.m. - 1:00p.m.
Temple University
Liacouras Center

May 14 & 15

Student Game Days
Career & Advanced Technology Center
(May 14)
Northeast Regional Center
(May 15)
9:00 a.m. – 3:00p.m.

May 16 & May 30

2024 Open Enrollment Events
Bonnell Building, Lobby
9:00 a.m.-3:00 p.m.

May 16

Phi Theta Kappa Honors Luncheon
Pavilion Building, Klein Cube
12:00 -1:30 p.m.

Expungement Clinic

Career & Advanced Technology Center
2:00 - 6:00 p.m.

May 23

Junior STEM Academy Science Fair
Winnet Student Life Building, The Great Hall
9:00 a.m. – 3:00 p.m.

May 29

Gateway to College Spring Dance
Winnet Student Life Building, The Great Hall
6:00 – 9:00 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA