



**Meeting of the Board of Trustees, Thursday, September 5, 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 September meeting in addition to routine matters are:

- Election of Board Officers
- Update the Board on Enrollment
- Update the Board on the Status of the New Academic Year
- Update the Board on Strategic Plan
- Update the Board on Municipal College

### **(3) Introduction of New Trustees**

Tim Ford; Pastor Jonathan Mason; and Carol Jenkins

### **(4) Public Comment**

### **(5) Board Elections (A)**

### **(6) Report of the President**

- (a) Academic Year Fall Reopening
- (b) Preliminary Enrollment Update for Summer and Fall
- (c) Update on Strategic Plan
- (d) Personnel Updates
- (e) Municipal College Update
- (f) Foundation Report (Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller)

### **(7) Student Outcomes Committee, June 6, 2024**

6.6.24 Student Outcomes Committee Minutes

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### **(8) Combined Meeting of the Business Affairs Committee and the Board of Trustees, June 24, 2024**

6.24.24 Business Affairs Committee Minutes

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**(9) Combined Meeting of the Business Affairs and Executive Committees, July 17 and August 15, 2024**

7.17.24 Business Affairs Committee Minutes	27
8.15.24 Business Affairs & Executive Committees Minutes	44

**(10) Workforce Subcommittee, August 21, 2024**

8.21.24 Workforce Subcommittee Minutes	90
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**(11) Consent Agenda**

**(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of June 6 and June 24, 2024**

6.6.24 Board Proceedings	95
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**(b) Gifts and Grants**

Record of Grants & Gifts FY24	148
Record of Grants & Gifts FY25	150

**(c) Dental Hygiene Associate in Applied Science Program Review**

**(d) Construction for Nursing/Respiratory Project**

**(e) Boardroom Project**

**(f) Stop Loss**

**(g) Construction for Winnet S1-SW**

**(h) Construction for Winnet S1-SW Project Electrical**

**(12) Report of the Chair**

**(a) Recognition of Prior Board Members**

**(b) Committee Chair Appointments**

**(c) ACCT Leadership Congress, October 23-26, 2024  
Seattle, Washington**

**(13) Old Business**

**(14) New Business**

**(15) Next Meeting**

In-Person Committee of the Whole: Thursday,  
October 10, 2024 2:30 p.m. Career and Advanced  
Technology Center, 4750 Market Street, Room 341.

No Zoom option available

In-Person Executive Committee (if needed) at 4:00 p.m. In-Person Dinner and Presentation: Wednesday, October 9, 2024, 5:30 p.m. Career and Advanced Technology Center 4750 Market Street, Room 341. No Zoom option available

### **Committee Meetings**

- Student Outcomes Committee, Thursday, September 5, 2024, 12:30 p.m. Library & Learning Commons, L1-13/Hybrid
- Business Affairs Committee, Wednesday, September 18, 2024, 9:00 a.m. Isadore A. Shrager Boardroom, M2-1/Hybrid
- Audit Committee, Friday, October 18, 2024, 1:00 p.m. in the Isadore A. Shrager Boardroom, M2-1/Hybrid

### **Upcoming Events**

- 9/11 Day of Remembrance, Wednesday, September 11, 2024 10:00 a.m. – Bonnell Building Circle
- Bronze Lion Statue Dedication, Thursday, September 19, 2024 1:00 p.m.– Winnet Building Courtyard
- Latine Heritage Month Luncheon, Tuesday, October 8, 2024, 12:00 noon Winnet Building, Great Hall, S2-19
- Men of Color Conference Opening Reception, Friday, October 11, 2024, 5:00 p.m. – 7:00 p.m. Library and Learning Commons. Conference, Saturday, October 12, 2024, 9:30 a.m. Winnet Building, Great Hall, S2-19
- Association of Community College Trustees Leadership Congress, October 23-26, 2024, Seattle, Washington
- Veteran's Day, Monday, November 11, 2024 – 10:00 a.m. Bonnell Building Lobby
- The President and the Pastor Jazz Event, Friday, November 15, 2024, 7:00 p.m. - 8:30 p.m. Large Auditorium, BG-20
- Commission for Community Colleges Statewide Virtual Trustee/Board Meeting, Wednesday, November 20, 2024, 6:00 p.m. – 7:30 p.m.

### **(16) 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, June 6, 2024**

**12:30 p.m.**

**Hybrid**

**Zoom**

**&**

**Library Learning Commons, L1-13**

**1700 Spring Garden Street**

**Philadelphia, PA 19130**

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

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

**Board Participants:** Mr. Harold Epps

**College Members:** Dr. Donald Generals, Dr. Alycia Marshall, Dr. Mellissia Zanjani, Dr. David Thomas, Dr. Danielle Liautaud-Watkins, Dr. Vance Gray, Dr. Shannon Rooney, Dr. Darren Lipscomb, Mary Berman

**Guests:** Dr. Judith Gay, Consultant to the Board of Trustees  
Dr. Vishal Shah, Dean of Math, Science and Health Careers  
Theresa Grady, Dental Hygiene Program Director  
Michele Dattilo, Department Head, Allied Health/ Part-Time Faculty in Dental Hygiene  
Christine Griffin, Dental Hygiene Assistant Professor  
Devona Williams, Dental Hygiene student  
Jean Kim, Dental Hygiene student  
Dr. Amy Birge-Caracappa, Director of Assessment  
Elizabeth Gordon, Assessment Manager  
Dr. Eric Shannon, Director of Institutional Research  
Diael Thomas, Assessment Specialist

**I. Public Session**

(a) Introductions (I)

(b) Approval of the Minutes of the May 2, 2024 meeting (A)

Trustee Fulmore-Townsend made a motion to approve the meeting minutes of the May 2<sup>nd</sup> meeting. Trustee McPherson moved the motion, and Trustee Clancy seconded. All were in favor. The meeting minutes of the May 2<sup>nd</sup> meeting were approved.

Dr. Marshall opened the meeting by sharing the long history of the Dental Hygiene program's success with students and the field since it was established in 1976. One of the biggest highlights of the program is the free service it provides for over 800 patients in the tri-state area annually, via the program's dental hygiene clinic. This service is critical to the College's mission and is carried out with kindness by experts.

Theresa Grady shared that the Dental Hygiene program is accredited every seven years by the Commission on Dental Accreditation of the American Dental Association (CODA), a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education. There will be an upcoming site visit in October 2024. The program prepares its graduates to be competent oral health clinicians and educators, and the curriculum instructs them to treat oral disease and prevention. Ms. Grady informed the Board that the Dental Hygiene field is expected to grow 7% faster than all other professions. The mean pay in 2023 for a hygienist after graduation was \$87,000.

Dr. Birge-Caracappa explained to the Board that the Dental Hygiene program is a cohort-based program. While no class was admitted in 2020 due to COVID-19, the program recovered quickly. The average enrollment between Spring 2019 and Fall 2023 was 53. The program enrolls a larger average proportion of full-time students (47.5%) than the College overall (30.4%). 88.1% of students within the program are over 21 years of age, which is higher than the College average of 57%. Between Fall 2018 and Fall 2022, 56.3% of Dental Hygiene students returned to the same program from one year to the next, compared to the College overall percentage, which was 35.1%. As with many selective admission programs, there is a racial disparity in the program, as it enrolls a disproportionately higher percentage of white females (46.5%) compared to the College average (14.3%), and a disproportionately lower percentage of Black females (10.9%) compared to the College average (30.4%). The average percentage of students who identify as Asian females in the program (11.3%) is higher than the College average (5.9%).

From the period of 2016-2023 (except 2022, when there was no graduating class due to COVID-19), an average of 97% of Dental Hygiene graduates have passed the National Board Dental Hygiene Exam, and 97% have found employment as a licensed dental hygienist or were pursuing further education nine months after graduation. From Spring 2019 to Fall 2023, 100% of Dental Hygiene students were in good standing. Over the period studied, the Dental Hygiene program awarded 98 A.A.S. degrees. The program uses a formal and ongoing outcomes assessment process and has made several enhancements based on the assessment data collected and analyzed. Assessment results are regularly discussed among program faculty, the Allied Health department head, the dean, and advisory committee members.

Theresa Grady, herself a CCP Dental Hygiene alum who graduated in 1984, invited students Devona Williams and Jean Kim to share the student perspective of the program with the Board. Trustee Fulmore-Townsend asked the students to share why they chose the program, their experience, what is working well, what they appreciate, and what could be improved. Ms. Williams became a Dental Hygiene student at the College after enrolling in Nursing and Radiology technician courses. Later, she realized her passion was in helping people smile and maintaining their overall health. She chose CCP specifically because there were not a lot of colleges in the Pittsburgh area that offered Dental Hygiene. She was also drawn to the College

because the education offered was affordable. After enrolling, she was grateful for the support offered by the faculty throughout her learning experiences. She hopes to receive her bachelor's degree within the next year or two.

Another student, Jean Kim, shared that she learned about the program at the College while working at a dental hygiene office where the hygienist was an alumnus of the CCP Dental Hygiene program. The hygienist student expressed that if she enrolled in the program, she would be well prepared after completing her studies and ready to work in an office to provide patient care. Although she lived close to Montgomery County Community College, the high board pass rate of the CCP program indicated that it's dedicated to the success of the students. Ms. Kim is confident about taking the board examination. Additionally, the diverse patient population of varying dental health and conditions helped her gain the needed experience to succeed in the field.

Faculty member and college alumna Christine Griffin, who graduated 22 years ago in 2002, chose to attend the College because Bucks County didn't offer a dental hygiene program. After working as a temporary assistant in an office, she began looking into hygiene programs and found that the CCP was the most affordable. When she graduated in 2002, there was a shortage of hygienists, which resulted in many opportunities being offered to her. She felt that she was adequately prepared and passed her boards because of her former teachers, such as Theresa Grady. Ms. Griffin worked full-time and earned her bachelor's and master's degrees. She then returned to the College to teach. She is grateful she had the chance to work at the college she attended – which has allowed her to have a shared perspective as a faculty and student. Her dentist, who is based in Yardley, shared with her that he only hires CCP hygienists because of their skill level. She has confidence in the students at the College in what they learn, knowing they will be successful.

Michele Dattilo is a part-time faculty member in Dental Hygiene and the Department Head of Allied Health. She began teaching at the College in 2010 and believes that the program prepares students to take their boards and be successful within the field. The experience of caring for a diverse mix of patients helps the students become culturally competent.

- Trustee Clancy inquired whether any male students were enrolled in the program. Ms. Dattilo informed the Board that six male students had recently enrolled. During COVID-19, around twelve male students enrolled. Ms. Griffin added that the Dental Hygiene field is breaking the mold due to the stereotype that healthcare is a field for women. However, over the years of teaching, she's starting to see more males getting involved.
- Trustee Clancy asked if there was a job shortage in the field. Both Ms. Grady and Ms. Griffin confirmed that there is a shortage and that students often have multiple jobs lined up simultaneously.
- Trustee Clancy confirmed whether graduates can practice being a dental hygienist without passing the board exams. Both Ms. Grady and Ms. Dattilo informed the Board that students are required to pass three licensing examinations to become a Dental Hygienist after two years of education at the college. One exam is clinical, another is the slide exam, and the other is an eight-hour written exam that is like the Scholastic Assessment Test. The slide and written tests are administered by the American Dental Association (ADA), the Commission on Dental Competency Assessments (CDCA), and the Western Regional Examining Board (WREB), and the clinical tests are administered

on the college campus in the dental clinic. Ms. Dattilo stated that dental hygienists do not have reciprocity like other healthcare professionals. If a dental hygienist wants to practice in another state, they will have to apply for additional exams and another license, which is costly. Dr. Generals shared that the reciprocity issue often comes up in many workforce areas and can be challenging for students.

- Trustee Clancy asked about the number of applications submitted to the program. Ms. Grady informed him that around 200 prospective students submit applications; however, only 34 students are accepted. The nursing Kaplan exam is required for acceptance.
- Trustee Epps shared that he met a dental hygienist student who said that they would scale their experience in the program as a 10.

Ms. Grady shared with the Board a few improvements within the Dental Hygiene department that have recently been made, such as the recent clinic renovation. Through the last seven years, approximately \$600,000 has been provided through the Perkins Grant fund. The program has been working on eliminating the need for paper by incorporating digital and electronic technology used for patient treatment, pedagogy, and records to reduce the department's carbon footprint. A full-time radiology lab aide has been hired to assist with mannequins, hand out the various sensors, and assist students for safety purposes.

- Trustee Epps asked about the critical gate that prevents that number of enrollments from being higher than 30 students per year, and if the demand is higher. Ms. Grady informed the Board that the program is mandated by accreditation and that each student has their own dental unit. They are able to double the number of students in the program by having a day clinic and night clinic. Increasing the number of students enrolled would result in more time, resources and space.
- Dr. Shah stated that the difference between the Dental Hygiene program and other programs is that students in the program can stay on-site for the clinic. If more students were enrolled in the program, the clinic would need to be expanded, and more faculty would be needed. He informed the Board of where the renovated dental clinic is located. One of the standout features of the College's clinic that differs from clinics at other institutions is the College's equipment — real X-ray machines and two units aligned with what is found in professional dentist offices. Additionally, the CODA accreditation requires every student not to see only one type of patient but instead a diversity of patients and conditions such as geriatric and pediatric.
- Trustee Epps asked if there was enough demand for the Dental Hygiene field to contemplate expanding the program.
- Trustee Fulmore-Townsend asked if the number of prospective students who apply to the program is known. Ms. Grady informed her that the information is typically available once all applications are reviewed, including what classes students have taken and whether they are qualified to be accepted into the program.

Dr. Birge-Caracappa shared another action item from the APR that addresses the disparities in racial equity, with an emphasis on factors that affect students before they apply to the program. Some of the suggested strategies include outreach to students currently enrolled in Anatomy and Physiology courses; outreach to the wider Philadelphia community through clinic patients,

particularly those with longstanding relationships with the Dental Hygiene program; and targeted efforts toward recruiting male students.

Dr. Shah talked about a task force that has been created to investigate how to ensure that selective admission program enrollment mirrors the institution's enrollment. What does the field look like today? The national numbers reflect that only 5% of the entire Dental Hygiene enrollment in the country are males. How can the College make a difference and change those numbers? Hopefully, next year, the task force will have the action items needed for the College to implement recommendations and make a difference.

- Trustee Clancy asked whether some students aren't accepted into the program due to courses they didn't pass. How does the College begin to look at bridging potential applicants into the program? Is there a Kaplan test prep?
- Dr. Shah stated that the department normally, right now, doesn't have much mechanism for training the students in Kaplan. Students' GPA is a second variable.
- Ms. Grady also mentioned that a student's performance in science classes is a big predictor because most of the program courses are science-based. She stated that Kaplan prep tests are available online and through test books.
- Ms. Dattilo expressed that potential students must have a strong science background. If not, they are being set up for failure.
- Trustee Epps asked what the activity-based pro forma for the program would be if expansion were considered. What would be the cost to run the program? If further conversation arises, he would like an activity-based pro forma, PNL, for the Dental Hygienist program.

Dr. Marshall stated that the Dental Hygiene program is strong and that the students and faculty are impressive. She referenced the issue of student demographics across the board in selective admissions programs — an issue that is currently being worked on through the healthcare taskforce. The aforementioned task force is also working on how to prepare students for Kaplan for multiple programs, including DMI and Nursing. The importance of field representation is understood, as is the College's commitment as a minority-serving institution and its need to be involved in changing that demographic in the field. She recommended that the program be approved for another five years.

Trustee Fulmore-Townsend and the committee of the Board collectively approved the Associate in Applied Science Program for another five years. She then asked for more information regarding the task force and the timeline.

Dr. Marshall informed the Board that progress would likely take a year. Work would begin in the fall and be implemented into the spring, working toward the next cohort of recruits. Department heads and the leadership of the targeted programs are opting into the plan. The Academic & Student Success Division's goal is to eliminate racial equity gaps, and the Division also works towards access, developing students, and preparing them for living wages. Part of the plan is to get these programs' department heads and leaders together to strategize and consider how we can reach more diverse students in support of broadening representation within the field. She would also like to connect with leaders familiar with various fields and

barriers, talk realistically about what they think recommendations should be, present those recommendations, and work towards implementing them.

- Trustee Epps stated that both selective admissions programs (Dental Hygiene and DMI) are capped because of physical equipment and space constraints. Do the applicant pools have the same demographics as the acceptance pool? How would we take into consideration diversity in the selection process?
- Dr. Marshall explained that the challenges are being investigated: What *is* the challenge? Is it the students who are applying? Are we not even reaching certain populations? For example, some students aren't opting in and don't even think to apply to the Dental Hygiene program because it's not on their radar. Healthcare programs can do a better job of informing students about multiple disciplines and multiple opportunities. Part of the issue that needs to be addressed is finding out who's in the field and who they see and then also working on diversifying the faculty. There is a space issue also, but in programs like DMI, the clinical rotation requirements and lack of availability of sites also presents a challenge.
- Trustee McPherson asked: When it comes to integrated medicine, how do we talk to prospective students or high school students about how integrated medicine is intertwined with dental health and the rest of the body to inform prospective high school and college students and patients?
- Dr. Marshall stated that the marketing message of dental care needs to be presented. The departments do a good job with information sessions about healthcare programs. Additionally, the College has an entry-level health care pathway course (Allied Health 101) that students enroll in when studying at the College. In this course, they are exposed to a variety of healthcare pathways.

In closing, Dr. Marshall shared the following announcements with the Board regarding healthcare faculty.

- Four nursing faculty members traveled to Poland to present topics related to Geriatrics.
  - o Laureen Tavolaro-Riley presented What Matters Most to Older Adults
  - o Lisa Johnson presented Geriatric Syndromes
  - o Tamisha Hardee and Lynn Mulligan presented The Case of Loneliness in Older Adults
  - o Carol Moriarty presented Social Determinants of Health as an Education Vehicle
- The College took first place in the Community College Architecture program competitions, and our students took first place in the National Design Competition.
- The College also won an IDEAS grant for \$35,000, and recipients will go to South Africa and India.
- Trustee Epps asked how trips abroad are funded. Dr. Marshall informed him that grants and professional development funds are used to support faculty, travel, and presentation work.

The meeting adjourned.

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Monday, June 24, 2024 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Mr. Michael Soileau, (presiding and via zoom), Ms. Mindy Posoff (via zoom), Mr. Jeremiah White (via zoom), Ms. Keola Harrington, (in person) Ms. Dominique Ward (via zoom), Ms. Rosalyn J. McPherson (in-person), and Ms. Chekemma J. Fulmore-Townsend (via zoom), Ms. Ajeenah Amir (via zoom)

**Present for the Administration:** Dr. Donald Generals, Dr. Shannon Rooney, Mr. Jacob Eapen, Ms. Jasmine Sessoms, Dr. Mellissia Zanjani, Dr. David Thomas, Dr. Alycia Marshall, Ms. Carolyn Flynn, Esq., Mr. Derrick Sawyer, Mr. Gim Lim (via zoom), Mr. John Wiggins

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

An Executive Session began at 9:00 am that included discussions on  
labor negotiations and personnel matters

Mr. Soileau called the meeting to order at 10:20 A.M. Mr. Soileau highlighted the agenda items, and asked Mr. Eapen to proceed with item one.

**AGENDA**  
**BUSINESS AFFAIRS COMMITTEE**  
**PUBLIC SESSION**

Please see 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) 2024-2025 College Budget (Action Item)**

**Discussion:** Mr. Eapen stated that the College is seeking approval for the 2024-2025 budget. The proposed budget includes a \$142.7 million for operating expenses, \$9.6 million for capital expenditures, and \$11.7 million for the Catto Scholarship Program, totaling \$164 million. Please refer to Table I (Attachment B).

Mr. White expressed the need to monitor the percentage of faculty salaries as a percentage of total salaries and ensure administration is not top heavy. He suggested that the next Strategic Plan includes revenue projections and contributions from revenue centers including CATC.

**Recommendation:** College staff is requesting that the Business Affairs Committee recommends to the full Board of Trustees to adopt the 2024-2025 College Budget.

**Action:** Ms. Posoff moved and Ms. Ward seconded the motion that the Business Affairs Committee recommend to the full Board to adopt the 2024-2025 College Budget. The motion passed unanimously.

## **(2) Insurance Renewal (Action Item)**

**Discussion:** Mr. Derrick Sawyer stated that the College's insurance program is reviewed annually prior to the July 1 renewal with its insurance brokers, Willis Towers Watson (WTW) and One Digital (formerly Bradley & Bradley) herein after "WTW"). The commercial insurance marketplace in 2024 has continued to exhibit signs of stability that we saw in 2023 after nearly four years of extreme hard market conditions (e.g. insured price and retained loss escalation, insurer coverage limitations). While the commercial casualty insurance market is still experiencing difficulties driven by continued rising defense costs, nuclear verdicts leading to larger liability awards, and increased severity in sexual abuse and employment practices claims, premium corrections over the past few years have led to improved combined ratios. This has, in turn, stabilized premium increases when compared to the insurance market results of 2019 – 2022. The commercial property insurance market also has shown signs of stabilizing. However, insurance carrier scrutiny over adequate asset-insured valuation and aggregated loss costs due to water damage claims and weather-related incidents remain evident in pricing. While carriers continue to focus on insured values to bring property portfolio replacement cost valuations in line with inflationary trends, we are starting to see value trend increases slowdown in 2024. Rate increases (largely dependent upon individual insured loss history) have also eased in 2024, primarily driven by a decrease in catastrophic weather events in 2023, which led to more favorable carrier reinsurance treaties in 2024.

The insurance renewal strategy meeting held on February 13, 2024, focused on incumbent carrier relationships and securing early terms to ultimately determine our marketing strategy. Prior to the 2023 portfolio renewal, one of The College's primary insurance carriers (CM Regent) elected to non-renew their coverages due to unfavorable loss experience. This allowed us to secure alternative carriers for the current portfolio. Property coverage was moved to Liberty Mutual, one of the leading insurance carriers in the Higher Education sector. General Liability and Excess Liability coverages were transferred to United Educators (UE), the leading casualty insurance carrier in the Higher Education sector. UE was The College's previous casualty carrier and continues to write The College's Educators Legal Liability coverage. Business Automobile coverage was placed with PMA, which also writes The College's Workers' Compensation coverage. Finally, Primary Crime coverage was moved to Travelers, who was already providing Excess Crime coverage over CM Regent's primary coverage. The strategy for the 2024 insurance renewal was to leverage these new relationships and secure favorable renewal outcomes. Through the combined College and WTW due diligence and effective risk exposure information gathering coupled with WTW's market relationship leverage, The College achieved favorable results.

The College's anticipated insurance renewal premium costs (including the interests of CATC and WTW / One Digital's contracted professional brokerage fees) are approximately \$1.53M; a 6% increase over last year's approximate \$1.44M. Despite the increase, the current

marketplace pricing for Higher Education risks has been averaging between 6-10%.

A highlight of the key results follows:

### **Property**

The incumbent carrier, Liberty Mutual, offered a renewal premium of \$379,325, which represents a 5.6% increase over the expiring premium of \$359,052. This increase was derived by a small 1% increase in the insured property to keep up with inflationary trends, coupled with a 4.6% increase in the rate applied to the insured values. Liberty Mutual also provided a more competitive option for Terrorism (TRIA) coverage in 2024 priced at \$31,651, which brings the total premium for the property coverage to \$410,976. Including the TRIA coverage within the property policy results in approximately \$3,000 in net premium savings. Liberty Mutual is maintaining the standard deductible of \$25,000 per loss at renewal, still one of the lowest deductible levels for similar-sized institutions, and a \$500M Policy Loss Limit. Mr. Sawyer stated that Liberty Mutual did have to implement a higher deductible of \$250,000 for water damage losses resulting from the current exposed roof elements at the CATC building, but this clause will be removed once the repair work has been completed and Liberty Mutual re-inspects the building to confirm the repairs are satisfactory.

### **General Liability**

The incumbent carrier, UE, offered a renewal premium of \$275,231, an increase of \$22,034 compared to the expiring policy. A deductible of \$50K per occurrence applies. There were no material changes in terms or conditions.

### **Automobile**

The incumbent carrier, PMA, offered a renewal premium of \$31,075, increase of \$3,210 when compared to the expiring premium of \$27,194. The automobile policy covers employees driving College-owned, rented, or hired vehicles as well as provides damage protection (collision and comprehensive coverage) for the College's current fleet. No material changes in terms or conditions.

### **Workers' Compensation**

The incumbent carrier, PMA offered a renewal premium of \$310,894 which is \$12,833 or 4% higher than the expiring premium. This increase was driven by a corresponding 4% increase in reported payroll exposure, with the renewal rate remaining flat compared to the expiring policy. PMA, continues to offer Sliding Scale Dividend which could provide CCP with the possibility of two dividend payments, applied to CCP's earned premium (not inclusive of Terrorism Premium) based on CCP's loss ratio over the next 30 months - the maximum return could be 18% with little to no loss activity. **NOTE** - dividends are based on the financial performance of PMA and are not guaranteed) The Human Resources Office and the College's Safety Committee continue to review all work-related claims and offer recommendations and training efforts where needed. The College's Safety Committee again received re-certification from the PA Department of Labor which automatically makes the College eligible for a 5% reduction in premium. No material changes in terms or conditions.

### **Excess Liability**

Incumbent carrier, UE, provides The College with a \$25,000,000 limit for catastrophic casualty events. UE offered a renewal premium of \$164,536, an increase of \$17,226 when compared to the expiring policy. Like the GL policy, United Educators provides the broadest scope of sexual misconduct liability coverage in the marketplace. No material changes in

terms or conditions. Please note that the 10- year reporting provision (e.g. sunset provision) for sexual misconduct claims remains. This provision states that if a sexual misconduct claim occurs during the policy period and is first reported to UE 10 years or more after the end of the policy term, the limit of liability will be reduced to the lesser of \$5,000,000 or the remaining unexhausted amount of the Annual Aggregate Limit.

### **Educator's Legal Liability (ELL)**

The College's ELL policy has a limit of \$15 million and provides protection for both the College's and Foundation's Board of Trustees against professional management liability wrongful acts as well as Institutional protection for employment practices wrongful acts, employed lawyer's professional wrongful acts, and College educators (tenured and adjunct) professional wrongful acts. Incumbent (UE), the longtime incumbent carrier, provided a renewal quote of \$224,703, which represents an increase of \$17,989 compared to the expiring premium. This renewal offering includes maintaining a competitive \$75K Per Claim Retention (\$0 Retention for Governing Board Directors, Trustees, or Officers, Who Cannot Be Lawfully Indemnified). General Counsel continues to work closely with UE and selected outside defense counsel actively managing the College's litigation matters. No material changes in terms or conditions.

### **Student Professional Liability - Medical Malpractice**

Driven by the need to protect The College's Student Nurses under their Nursing program and internship services, CNA quoted a premium of \$4,333, an increase of \$589 from expiring \$3,744 based on an increased student enrollment count for professional programs of nearly 388. The number of students participating in clinical settings directly affects the cost of this insurance. There has been no rate increase for this coverage over the past several years. This policy provides \$1 million in coverage per claim and \$5 million in the aggregate to the College and to students and faculty related to their activities in a clinical setting. No material changes in terms or conditions.

The College also explored alternative coverage through UE's Internships and Professional Liability policy. The College ultimately decided to renew coverage with CNA given the difference in pricing (United Educators quoted premium was \$11,236) and comfortability with CNA's coverage given the scope of the student's current clinical exposures. If scope of student clinical exposure or The College's professional service offerings expand in the future, we will revisit potential coverage under the Internships and Professional Liability policy.

### **Crime & Excess Social Engineering**

This policy provides the College with protection against 1st party (employee) theft and 3rd party theft and fraud for a limit of \$5M. It also covers "social engineering fraud/ funds transfer" should an employee unwittingly transfer College assets to a fraudulent third party due to deceptive and fraudulent practices. Incumbent carrier Travelers offered a renewal premium of \$14,807, which represents a 3% decrease when compared to the expiring policy. Travelers quoted terms include a \$250K sublimit for Social Engineering claims. In order to provide more robust limits for this coverage, a \$250K Excess Social Engineering policy is placed with AXIS, providing a total limit of \$500K through the Crime Program. AXIS provided a slight decrease in their renewal premium at \$2,975.

### **International Liability**

This policy provides foreign-based general liability, automobile liability, and worker's compensation coverage, as well as travel, medical, and security assistance services for faculty and staff traveling abroad, representing the interests of The College. This policy, placed with The Hartford, also includes kidnap and extortion coverage. The premium for this coverage is slightly lower than last year's premium, with the quoted premium at \$2,936 for the 2024 renewal. No material changes in terms or conditions.

### **Fine Arts**

Mr. Sawyer highlighted that this policy, placed with Aspen, provides comprehensive loss or damage to the College's identified Fine Arts collections as well as collections on loan with limits of \$275,000 while at named CCP locations, and \$100,000 at any other location worldwide and \$100,000 while in transit worldwide. The renewal premium increased slightly from \$1,236 to \$1,298 while adding coverage for the Bronze Lion and 2 P statues. No material changes in terms and conditions.

### **Security and Privacy (Cyber Insurance)**

Mr. Sawyer highlighted that this insurance offers critical insurance protection to the College if there were data security breaches or compromises of student and/or employee "private" information (as determined by federal and state jurisdiction). The carrier will provide forensic and legal assistance from a panel of experts to help determine the extent of the breach and the steps required to comply with applicable laws, include the following: notification to persons who must be notified under applicable law or on a voluntary basis; offer 12 months of credit monitoring to affected individuals; identify theft-related fraud resolution services for individuals enrolled in credit monitoring who become victims of identity theft; and extend coverage for theft, loss or unauthorized disclosure of information held by business associates as defined by HIPPA. First party benefits include protection for data recovery and business interruption, extortion threats (e.g. ransomware), and regulatory defense and penalties. The policy also protects the College against 3<sup>rd</sup> party legal action for damages arising from the alleged breach (including defense costs). The College currently has a policy limit of \$3 million.

Given the improving Cyber Liability landscape, the WTW Cyber brokerage team undertook a marketing campaign to a number of leading carriers in the Cyber Liability marketplace. While incumbent carrier Coalition quoted a renewal premium of \$40,968, alternative carrier Cowbell was able to provide a more competitive quote at \$27,476 while maintaining the same limit (\$3M) and retention (\$50K) structures. Currently, Cowbell has one outstanding subjectivity that needs to be satisfied in order to bind coverage, which The College's IT team has confirmed will be able to be satisfied by 6/15/2024.

#### **Broker Fee**

WTW and One Digital's professional brokerage services are captured under an existing multi-year (5-year term) agreement that was inceptioned in 2021. The annual fee for 2024- 25 is \$55,000 for their combined risk management and insurance brokerage services.

**Recommendation:** College staff is requesting that the Business Affairs Committee recommends to the full Board of Trustees that the College procure insurance as detailed in Attachment C. The 2024-25 Property and Casualty Insurance Renewal Package, including the \$55,000 broker fee, totals \$1,529,703. The source of funding will come from the Operating Budget.

**Action:** Ms. Posoff moved and Ms. Ward seconded the motion that the Business Affairs Committee recommend to the full Board to adopt the 2024-2025 College Budget. The motion passed unanimously.

### **(3) Contract with Honeywell International (Action Item)**

**Discussion:** Mr. Eapen stated that the staff is proposing to enter into a 3-year agreement with Honeywell International Inc., through its Honeywell Building Technologies Services business unit to provide maintenance and compliance services for our building systems. The Facilities department is recommending approval for the 3-year service agreement with Honeywell International, Inc. for the following reasons:

- **Comprehensive Coverage:** The agreement provides extensive maintenance and compliance services for critical building systems, ensuring operational reliability and regulatory compliance.
- **Expertise and Reliability:** Honeywell's expertise in building technologies and their proven track records enhance our confidence in the quality and reliability of their services.
- **Cost Management:** The outlined costs are competitive for the scope of services provided. The investment in proactive maintenance and compliance can potentially prevent more costly repairs and penalties for non-compliance in the future.
- **Continued Partnership:** Leveraging our existing relationship with Honeywell ensures continuity and maximizes the benefits of our past investments in their technology.

## FINANCIAL OVERVIEW

Year 1 Jan 1 – Dec 31, 2024	\$ 324,839
Year 2 Jan 1 – Dec 31, 2025	\$ 336,208
Year 3 Jan 1 – Dec 31, 2026	<u>\$ 347,975</u>
<b>TOTAL</b>	<b>\$1,009,022</b>

Ms. Posoff asked if this was a new contract from a current vendor, Mr. Eapen confirmed that it is a new contract with the current vendor. Mr. Eapen also stated that we have a good relationship with Honeywell.

**Recommendation:** Staff requests that the Business Affairs Committee recommend to the full Board that the College enter into a 3-year agreement with Honeywell International for maintenance and compliance services for building services for a total of \$1,009,022. The contract will be paid from the College's operating budget.

**Action:** Ms. Amir moved, and Ms. Ward seconded the motion that the Business Affairs Committee recommend to the full Board that the College enter into a 3-year agreement with Honeywell International for maintenance and compliance services for building services for a total of \$1,009,022. The contract will be paid from the College's operating budget. The motion passed unanimously.

### **(4) Elliot-Lewis (Action Item)**

**Discussion:** Mr. Eapen stated that the staff is proposing to enter into a 3-year agreement for building operation services with our current provider, Elliot -Lewis. This recommendation is based on the current successful team who is familiar with our systems, and provides good customer service. The Facilities department has been unable to find and retain Building Engineers, and outsourced to Elliot Lewis after soliciting three (3) bids from COSTAR vendors.

The college who will provide a new quote (See Attachment D) from Elliot-Lewis, a COSTAR vendor, four (4) supplemental employees over the next three (3) years. The cost breakdown will be as follows:

Aug 1, 2024 – July 31, 2025	\$ 612,664
Aug 1, 2025 – July 31, 2026	\$ 634,108
Aug 1, 2026 – July 31, 2027	<u>\$ 656,304</u>
<b>TOTAL</b>	<b>\$1,903,076</b>

The COSTARS program leverages procurement contracts established by the PA Department of General Services (DGS) and utilizes the competitive pricing strategies to achieve the best value for member organizations. Through the COSTARS program, local government members are provided with the option to participate in cooperative purchasing opportunities for products and services.

**Recommendation:** Staff is requesting that the Business Affairs Committee recommend to

the full Board that the College enter into a 3-year agreement with Elliot-Lewis at a total of \$1,903,076. The funds will be from the operating budget.

**Action:** Ms. Posoff moved and Mr. White seconded the motion that the College enter into a 3-year agreement with Elliott-Lewis at a total of \$1,903,076. The funds will be from the operating budget. The motion passed unanimously.

(5) **Resolution: Officers Designated to Sign Contracts with the City of Philadelphia**

**Discussion:** Mr. Eapen stated that Community College of Philadelphia designators to sign contracts for FY 25 contracts with the City of Philadelphia's Office of Children and Families, Adult Education Department (OCF-AE) – Adult Education Services (Free Libraries of Philadelphia), and Pathways Program (Adult Education Instructor Training). (See Attachment E).

**Action:** Ms. Posoff moved and Mr. White seconded the motion for the Community College of Philadelphia designators to sign for FY 25 contracts with the City of Philadelphia's Office of Children and Families, Adult Education Department (OCT-AE) – Adult Education Services (Free Libraries of Philadelphia), and Pathways Program (Adult Education Instructor Training). The motion passed unanimously.

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

The next combined meeting of the Business Affairs Committee and the Board of Trustees is scheduled for Wednesday, July 17, 2024 at 9:00 A.M.

The meeting adjourned at 10:30 am.

JE/tn

c:

Mr. Michael Soileau  
Dr. Donald Generals  
Mr. Gim Lim  
Ms. Marsia Henley  
Mr. Derrick Sawyer  
Mr. John Wiggins  
Ms. Carolyn Flynn, Esq.  
Dr. Judith Gay, Vice President Emerita

<b><u>ATTACHMENT A</u></b> <b>FUNDING FOR ACTION ITEMS</b>			
<b>MEETING OF THE BUSINESS AFFAIRS</b> <b>COMMITTEE OF THE BOARD OF TRUSTEES</b>			
<b>AGENDA: June 24, 2024</b>			
<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
2	Willis Towers Watson (WTW)	\$1,529,703	Operating Budget
3	Honeywell International	\$1,009,022	Operating Budget
4	Elliott Lewis	\$1,903,076	Operating Budget

## **ATTACHMENT B**

### **TABLE I**

#### **BUDGET SUMMARY – FUNDING SOURCES AND APPLICATION OF FUNDS FOR THE FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025**

TABLE I

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS  
FOR THE FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025**

<b>FUNDING SOURCES</b>	<b>Operating</b>	<b>Capital</b>	<b>Catto Scholarship Program</b>	<b>Total</b>
Student Tuition	\$43,933,842			\$43,933,842
Student Technology Fee	7,669,137			7,669,137
Credit Course Fee	2,874,305			2,874,305
Distance Education Fee	1,720,464			1,720,464
Adult Literacy Program Fee	82,400			82,400
Senior Citizen Fee	8,240			8,240
Other Non-Instructional Fees	824,000			824,000
City of Philadelphia	39,850,940	\$4,458,267	\$11,693,974	56,003,181
Commonwealth of Pennsylvania	36,364,688	4,458,267		40,822,955
Interest Income	33,344			33,344
Indirect Cost Allowances	301,558			301,558
Vocational Education Support Funds	350,000			350,000
Miscellaneous Income	4,547,576			4,547,576
Reserves	1,801,638			1,801,638
<b>Total Current Operating Revenues</b>	<b>140,362,131</b>	<b>8,916,534</b>	<b>11,693,974</b>	<b>160,972,639</b>
Student General, and Other Fees	1,508,718	330,054		1,838,772
Grant Capital Revenues		400,000		400,000
<b>Total Educational and General Revenues</b>	<b>141,870,850</b>	<b>9,646,588</b>	<b>11,693,974</b>	<b>153,564,824</b>
Auxiliary Enterprises	806,753			806,753
<b>TOTAL SOURCES OF FUNDS</b>	<b><u>\$142,677,603</u></b>	<b><u>\$9,646,588</u></b>	<b><u>\$11,693,974</u></b>	<b><u>\$164,018,165</u></b>
<b>APPLICATION OF FUNDS</b>				
Operating Budget Salary Expenses	76,329,932			\$76,329,932
Operating Budget Staff Benefits Expenses	34,112,038			34,112,038
All Other Operating Budget Expenses	29,920,161			29,920,161
Catto Scholarship Program Expenses			\$11,693,974	11,693,974
<b>Reduced Current Operating Expenses</b>	<b>140,362,132</b>		<b>11,693,974</b>	<b>152,056,106</b>
Student Activities & Commencement	1,695,447			1,695,447
<b>Total Educational and General Expenditures</b>	<b>142,057,578</b>		<b>11,693,974</b>	<b>153,751,552</b>
Auxiliary-Enterprises	620,025			620,025
Capital Acquisitions		\$730,054		730,054
Debt Service		8,916,534		8,916,534
<b>TOTAL USES OF FUNDS</b>	<b><u>142,677,603</u></b>	<b><u>9,646,588</u></b>	<b><u>11,693,974</u></b>	<b><u>164,018,165</u></b>
<b>TOTAL APPLICATION OF FUNDS</b>	<b><u>\$142,677,603</u></b>	<b><u>\$9,646,588</u></b>	<b><u>\$11,693,974</u></b>	<b><u>\$164,018,165</u></b>

## **ATTACHMENT C**

### **2024-2025 PROPERTY AND CASUALTY INSURANCE RENEWAL PROGRAM**

## 2024-2025 Property and Casualty Insurance Renewal Program

Coverage	Carrier	Renewal (2024-25)	Renewal (2023-24)
		Premium	Premium
Property	Liberty Mutual	\$410,976	\$359,052
Terrorism Risks (\$250M)	London Market	N/A - Included in Property	\$ 34,010
General Liability (\$1M)	United Educators	\$275,231	\$253,197
Automobile	PMA	\$31,075	\$27,194
Workers' Compensation	PMA	\$310,894	\$298,061
Excess Liability (\$25M)	United Educators	\$164,536	\$147,310
International Liability Package	Hartford	\$2,936	\$3,688
Crime (\$SM)	Travelers	\$14,807	\$15,244
Excess Social Engineering (\$250K x \$250K)		\$2,975	\$2,Y8:l
Educators Legal Liability (\$15M)	United Educators	\$224,703	\$206,714
Student Medical Professional Liability (\$1M)	CNA	\$4,333	\$3,744
Travel Accident (Full 3 Year Premium)	AIG	\$3,462	\$3,462
Fine Arts Collections	Aspen	\$1,298	\$1,236
Security & Privacy Events	Cowbell (New)	\$ 27,476	\$ 33,830
Brokerage Services Fee	WTW/B&B	\$ 55,000	\$ 50,000
			\$1,236
<b>TOTAL PORTFOLIO COSTS</b>		<b>\$1,529,703 (+6%)</b>	<b>\$1,440,704</b>

## **ATTACHMENT D**

### **ELLIOT-LEWIS PROPOSAL CONTRACTOR AGREEMENT RENEWAL**



PA COSTARS #008-550

2900 Black Lake Place  
Philadelphia, PA 19154  
Phone: (215) 698-4400

May 22, 2024

Community College of Philadelphia  
1700 Spring Garden Street  
Philadelphia, PA 19130

Reference: Contractor Agreement Renewal

Subject: Elliott-Lewis Proposal

Dear CCP team,

Elliott-Lewis' annual budgetary pricing to renew Building Operations Service (BOS)+ Contractor Agreement (effective May 24, 2023) at the Community College of Philadelphia is as follows for your review.

August 1, 2024 – July 31, 2025

- \$612,664.00 *based upon (4) full-time BOS staff, hourly rates below:*
  - Lead HVAC Maintenance Engineer - \$68.50 (ST), \$102.75 (OT)
  - Building Engineer - \$68.50 (ST), \$102.75 (OT)
  - Building Engineer - \$68.50 (ST), \$102.75 (OT)
  - Building Engineer - \$68.50 (ST), \$102.75 (OT)
- Pricing for on-demand Mechanical Services Technician
  - HVAC \$159.00/hour
  - Plumbing \$163.00/hour
  - Building Controls \$163.00/hour

August 1, 2025 – July 31, 2026

- \$634,108.00 *based upon (4) full-time BOS staff, hourly rates below:*
  - Lead HVAC Maintenance Engineer - \$70.90 (ST), \$106.35 (OT)
  - Building Engineer - \$70.90 (ST), \$106.35 (OT)
  - Building Engineer - \$70.90 (ST), \$106.35 (OT)
  - Building Engineer - \$70.90 (ST), \$106.35 (OT)
- Pricing for on-demand Mechanical Services Technician
  - HVAC \$162.00/hour
  - Plumbing \$166.00/hour
  - Building Controls \$166.00/hour

August 1, 2026 – July 31, 2027

- \$656,3014.00 *based upon (4) full-time BOS staff, hourly rates below:*
  - Lead HVAC Maintenance Engineer - \$73.38 (ST), \$110.07 (OT)
  - Building Engineer - \$73.38 (ST), \$110.07 (OT)
  - Building Engineer - \$73.38 (ST), \$110.07 (OT)



PA COSTARS #008-550

2900 Black Lake Place  
Philadelphia, PA 19154  
Phone: (215) 698-4400

Building Engineer - \$73.38(ST), \$110.07 (OT)

- Pricing for on-demand Mechanical Services Technician
  - HVAC \$165.00/hour
  - Plumbing \$169.00/hour
  - Building Controls \$169.00/hour

### Anticipated Schedule

#### Elliott-Lewis @ CCP

##### WEEKLY SCHEDULE

	1-Jul	2-Jul	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul
	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Lead HVAC Maintenance Eng	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p	
Building Engineer	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p		
Building Engineer	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p	7:30a-3:30p		
Building Engineer	2:00p-10:00p	2:00p-10:00p	2:00p-10:00p	2:00p-10:00p	2:00p-10:00p		

- The above pricing is inclusive of all terms and conditions as understood by Elliott-Lewis in correspondence with Community College of Philadelphia prior to submittal. If Community College of Philadelphia is compelled to increase or reduce the levels of staffing, we are willing to discuss potential alternatives through further negotiation.
- Above pricing reflects Steamfitters Local 420 rates.
- Annual price increases align with CBA increases.
- Fill-Time not included
- Labor rates for Additional BOS Staffing to be negotiated upon approval to hire.
- Elliott-Lewis agrees to continue using Community College of Philadelphia for staff training courses.
- Elliott-Lewis agrees to pursue potential EITC partnership with Community College of Philadelphia.

We truly look forward to continuing our relationship with Community College of Philadelphia and believe that our corporate motto of ***“Response You Can Depend On”*** will be delivered on a daily basis.

We are available to discuss this proposal in greater detail at your convenience. Should you have any questions regarding this proposal, please contact me at (267) 254-1530.

Sincerely,

Keith Olkowski  
Vice President, Facility Service

**Community College of Philadelphia**

**Resolution- Fiscal Year 2024-2025: No. 008**

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


On this June 24, 2024 the Board of Trustees for Community College of Philadelphia, hereby resolves that the following individuals are authorized to sign contracts with the City of Philadelphia (“the City”) on behalf of the Community College of Philadelphia (“the College”):

Donald Generals, Ed.D., President


Jacob Eapen, Vice President of Business & Finance & Treasurer

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

Attest:

DocuSigned by:  
  
68FC674DB4DB4F7...


Rosalyn J. McPherson, Vice Chair

DocuSigned by:  
  
FA9A508D0E024E5...

Dominique B.E. Ward, Secretary

DocuSigned by:  
  
5B94807E120E472...

Jacob Eapen, Treasurer

DocuSigned by:  
  
9704580513E3456...

Donald Generals, Ed.D., President

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

**Present for the Business Affairs Committee:** Ms. Mindy Posoff, (presiding and via zoom), Mr. Jeremiah White (via zoom), Mr. Harold Epps (via zoom), Mr. Rob Dubow (via zoom), Ms. Dominique Ward (via zoom), Ms. Chekemma J. Fulmore-Townsend

**Present for the Administration:** Dr. Donald Generals, Dr. Shannon Rooney, Mr. Jacob Eapen, Dr. Thomas, Ms. Jasmine Sessoms, Dr. Mellissia Zanjani, Ms. Carolyn Flynn, Esq., Ms. Danielle Liautaud-Watkins, Mr. Derrick Sawyer, Mr. Gim Lim, Ms. Marsia Henley, Mr. John Wiggins, Ms. Lisa Johnson, Dr. Darren Lipscomb, Mr. Tim Trzaska

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

Ms. Posoff called the meeting to order at 9:08 A.M. Ms. Posoff highlighted the agenda items, and asked Mr. Eapen to proceed with item one.

**AGENDA**  
**BUSINESS AFFAIRS COMMITTEE**  
**PUBLIC SESSION**

Please see 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) Construction for Nursing/Respiratory Project (Action Item)**

Discussion: Mr. Eapen stated that the College is seeking approval for construction of nursing simulation lab, respiratory lab, and respiratory care lab. The design includes the creation of a new nursing simulation lab for student hands-on experience (W1-01) as well as renovation to upgrade the respiratory lab (W2-36) and respiratory care lab (W2-37) including new lighting, ceilings; floor, wall finishes and equipment.

The College issued RFP #10210 On May 29, 2024, via Penn Bid. The Pre-bid meeting was held June 5, 2024, and 10 bidders attended. The College received 9 responses and below are the lowest responsible bidder fees by trade. (Please see Attachment B).

General Construction: Tricon Construction	\$1,075,350
Fire Protection: Wayman Fire Protection	\$ 29,400
HVAC	No Bid
Plumbing	No Bid
Electrical: Hyde Electric Corporation	<u>\$ 735,395</u>

Grand Total: \$1,840,145

The HVAC and Plumbing work are currently being re-bid.

PDE will be funding \$362,500 and the rest of the funds will be from the capital budget.

Dr. Generals stated that the Health Sciences fields of Nursing and Respiratory will be a remodel of the existing space.

Ms. Lisa Johnson described the space to be a life-like environment such as mock healthcare simulation, and nursing activities including respiratory care, and DMI. Ms. Johnson's vision is to include healthcare simulation which is different from a skills lab (individual skills), but is a wholistic healthcare. Ms. Johnson also mentioned this will include a nursing station, and a medical surgery room with interchangeable mannequins. The room has windows for students and faculty to see inside. Next to the nursing station, there will be two medication rooms. There will also be a control room where the faculty can monitor the students. There will be a critical care room which will have a defibrillator, to allow students to make and learn from mistakes. Ms. Johnson also stated that simulations benefits all allied health students. CCP is the only school in area that does not do simulations. Ms. Johnson also stated the simulations are an equitable learning experience for the students. It will give student experience in areas such as CPR and blood transfusion as well as safety skills. This will create confidence in working in high pressure areas and allowing them to navigate through difficult situations.

Ms. Johnson also stated that there is a return on investment on equipment because the equipment is designed to last five (5) years. Ms. Johnson stated that our mannequins are 10 years old. Ms. Johnson also mentioned that equipment is interchangeable and does not require wi-fi.

Ms. Johnson stated that there 305 students for the Fall semester which is up from 259 in Fall 2022. Ms. Johnson also mentioned the need to apply with the State Board of Nursing. The challenge to grow the program is faculty and space. Ms. Johnson stated that they need three (3) faculty. Ms. Johnson stated that the problem is attracting qualified applicants because of competitive salary.

Ms. Ward asked if the cost from the capital budget will have impact on the budget going forward. Mr. Eapen responded that it will not impact the budget going forward as the Pennsylvania Department of Education will be funding \$362,000, and the balance of the funds from the capital budget.

Mr. Epps asked what the square feet was of the space. Mr. Wiggins stated that is approximately 3,000 square feet. Ms. Posoff asked if this will bring CCP up to market or ahead of the market. Ms. Johnson responded that once all faculty are trained, it will put CCP ahead of the market. Mr. Dubow asked if this gives us the capacity? Ms. Johnson responded that we will have the capacity, but we need the faculty. Ms. Posoff asked Mr. Eapen the number of faculty openings in Nursing. Mr. Eapen responded that there are three Nursing faculty vacancies of which two new hire contracts have been executed, and Human Resources is sourcing to fill the third vacancy.

Mr. Eapen asked Ms. Henley to give the demographics on Tricon Construction and Wayman Fire Protection. Ms. Henley stated that Tricon Construction is located in New Castle, Delaware. There are six (6) employees, none of whom are persons of color and 17% are female. Ms. Henley stated that that Wayman Fire Protection company is located in Bensalem, PA with 105 employees; 19% are people of color. Ms. Henley stated that Hyde Electric Corporation is located in Philadelphia, and they have 15 employees; 7% are people of color. Ms. Posoff asked how long the project would take, and Mr. Wiggins responded that the project could start mid-September 2024, and finish by February, 2025.

Staff request that the Business Affairs Committee recommend to the full Board to award the Tricon Construction Management in the amount of \$1,075,350 for General Construction; Wayman Fire Protection in the amount of \$29,400 for Fire Protection; Hyde Electrical Corporation in the amount of \$735,395 for Electrical.

Action: Mr. Dubow moved, and Ms. Ward seconded the motion to recommend to the full Board to award Tricon Construction Management in the amount of \$1,075,350 for General Construction; Wayman Fire Protection in the amount of \$29,400 for Fire Protection; Hyde Electrical Corporation in the amount of \$735,395 for Electrical. These funds will come from PDE and the College's capital budget. This motion passed unanimously.

## **(2) Board Room Project (Action Item)**

Discussion: Mr. Eapen stated that staff seeks approval for construction of audiovisual systems in the Mint Building boardroom. The design includes new audiovisual systems, lighting improvements, room shades, HVAC reconfiguration, and a control system to operate these elements. Conference room functions include in-person meetings with large groups at the table and in the gallery section as well as virtual and hybrid meetings. Mr. Wiggins stated that there will be two (2) large screens, a conference room table, and each section will have microphones.

Mr. Wiggins stated that the College issued RFP #10207 On May 15, 2024 via Penn Bid. The Pre-bid meeting was held on May 30, 2024, and 4 bidders attended. The College received 3 responses, and below is the lowest responsible bidder. (Please see Attachment C).

• General Construction: New Age Development	\$402,979
• HVAC Construction: New Age Development	\$ 83,503
• Electrical Construction: New Age Development	<u>\$391,385</u>
Grand Total:	\$877,867

Ms. Posoff asked about the usage of the Boardroom. Mr. Eapen stated that the Boardroom is heavily used by the Board, Dr. Generals, Cabinet members, Negotiations, and several other meetings. Mr. Eapen also stated that it is the most used conference room on campus. Ms. Ward asked when is the plan to start the project? Mr. Wiggins stated that the architects are currently working with us. Ms. Posoff asked if we feel confident to do both projects at the same time.

Mr. Dubow asked the cost of the project, and Mr. Eapen stated that it was budgeted at \$800,000, but the cost is \$900,000. Mr. Eapen said the difference of \$100,000. Mr. Eapen expressed his appreciation to the City for those funds which helps with the overall capital budget.

Mr. Dubow asked if the projects will come in over budget. Mr. Eapen stated that the overall budget will be balanced.

Mr. Epps inquired about the DE&I Procurement Purchases meeting. Ms. Henley stated that she would schedule the meeting.

Ms. Posoff asked again about the priority of the Boardroom, and asked if a "re-fresh" can be done at a lower budget? Dr. Generals stated that this is a high priority, and that there have been many times in the recent past, that during high level meetings there have been several issues with the large screen monitor, and the microphones, etc., and that it is embarrassing especially when outside guests are in attendance. Mr. Epps mentioned the World Class Facilities Pillar in the Strategic Plan and that he agreed with the administration. Mr. White agreed with Mr. Epps on the importance of the boardroom renovation. Mr. Wiggins stated that it is important to note that the historic nature of this project in keeping the integrity of such an old building (Mint) where the Boardroom is located.

Staff requests that the Business Affairs Committee recommend to the full Board to award New Age Development the amount of \$877,867 for General Construction, HVAC Construction, and Electrical Construction.

The Board Room Project will be paid from the Capital Budget.

Action: Mr. Dubow moves, and Mr. White seconded the motion to award New Age Development in the amount of \$877,867 for General Construction, HVAC Construction, and Electrical Construction. These funds will be paid from the Capital Budget. The motion passed unanimously.

**(3) Proposed Business Affairs Committee Meetings Dates for FY 2024-2025**

Attached is a list of the proposed Business Affairs Committee meeting dates for fiscal year 2024-2025. (See attachment D)

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

The next meeting of the Business Affairs Committee is scheduled for Wednesday, August 21, 2024 at 9:00 A.M.

The meeting adjourned at 10:08 am.

**AGENDA EXECUTIVE COMMITTEE  
PUBLIC SESSION**

Mr. Epps opened the Executive Committee at 10:11 am. Based on the Business Affairs Committee, the Executive Committee of the Board of Trustees motion on the following items:

**(1) Based on the recommendation of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following action items:**

Tricon Construction Management  
Wayman Fire Protection  
Hyde Electrical Corporation  
New Age Development

Action: Ms. Posoff moved and Mr. White seconded the motion that the Executive Committee of the Board of Trustees award Tricon Construction Management in the amount of \$1,075,350 for General Construction; Wayman Fire Protection in the amount of \$29,400 for Fire Protection; Hyde Electrical Corporation in the amount of \$735,395 for Electrical. These funds will come from PDE and the College's capital budget. This motion passed unanimously.

Action: Ms. Posoff moved and Mr. White seconded the motion that the Executive Committee of the Board of Trustees award New Age Development the amount of \$877,867 for General Construction, HVAC Construction, and Electrical Construction. The Board Room Project will be paid from the Capital Budget. The motion passed unanimously.

**Both the Business Affairs Committee and the Executive Committees of the Board of Trustees went into Executive Session.**

Executive Session include discussions of labor negotiations, and personnel matters.

JE/tn

c: Mr. Michael Soileau  
Ms. Mindy Posoff  
Dr. Donald Generals  
Mr. Gim Lim  
Ms. Marsia Henley  
Mr. Derrick Sawyer  
Mr. John Wiggins  
Ms. Carolyn Flynn  
Dr. Judith Gay, Vice President Emerita

<b><u>ATTACHMENT A</u></b> <b>FUNDING FOR ACTION ITEMS</b>			
<b>MEETING OF THE BUSINESS AFFAIRS</b> <b>COMMITTEE OF THE BOARD OF TRUSTEES</b>			
<b>AGENDA: July 17, 2024</b>			
<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1	Tricon Construction Management Wayman Fire Protection Hyde Electric Corporation	\$1,075,350 \$29,400 \$735,395 (\$ 362,500)	Capital Budget Capital Budget Capital Budget PDE
2	New Age Development	\$ 877,867	Capital Budget

## **ATTACHMENT B**

### Nursing/Respiratory Project

# Construction Nursing/Respiratory Project

## General Construction

	DK CONSTRUCTION SERVICES		New Age Development Group		Robert Michaels and Associates, Inc		Smith Construction Inc.		TE Construction Services, LLCC		Tricon Construction Management	
RFP 10210 - Respiratory & Nursing Simulation Labs - Bid Results - General (GC)	\$ 1,500,000.0		\$ 1,246,484.24		\$ 1,460,700.0		\$ 1,315,279.0		\$ 1,165,000.0		\$ 1,075,350.0	
	0		0		0		0		0		0	
	\$ 0		\$ 0		\$ 0		\$ 0		\$ 0		\$ 0	
Items	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost
Total Base Bid cost per the	\$ 1,500,000.0	\$ 1,500,000.0	\$ 1,246,484.24	\$ 1,246,484.24	\$ 1,460,700.0	\$ 1,460,700.0	\$ 1,315,279.0	\$ 1,315,279.0	\$ 1,165,000.0	\$ 1,165,000.0	\$ 1,075,350.0	\$ 1,075,350.0

scope of work defined within

# Construction Nursing/Respiratory Project

## Fire Protection

Total Cost Selected # Selected (\$)							Wayman Fire Protection	
							\$ 29,400.0	
							0	
							\$ 0	
#	Locked	Items	Selected	Lowest	UnitofMea	QuantityReq	UnitPrice	TotalCost
1	Base Bid Pricing (1)							
#1-1	FALSE	Total Base	\$ 0	\$ 29,400.0	LS	1	\$ 29,400.00	\$ 29,400.00

## Construction Nursing/Respiratory Project

### Electrical

							Hyde Electric Corporation		Palman Electric, Inc.	
							Total Cost	\$ 735,395.0	Total Cost	\$ 866,099.21
							Selected #	0	Selected #	0
							Selected (\$)	\$ 0	Selected (\$)	\$ 0
#	Locked	Items	Selected	Lowest	UnitofMea	QuantityRe	UnitPrice	TotalCost	UnitPrice	TotalCost
1	Base Bid Pricing (1)									
#1-1	FALSE	Total Base	\$ 0	\$ 735,395.	LS	1	\$ 735,395.	\$ 735,395.0	\$ 866,099.	\$ 866,099.21

## **ATTACHMENT C**

### Boardroom Project

Construction Boardroom Project

General Construction

							New Age Development Group		S.B. Conrad, Inc	
							Total Cost	\$ 402,979.34	Total Cost	\$ 475,000.0
							Selected #	0	Selected #	0
							Selected (\$)	\$ 0	Selected (\$)	\$ 0
#	Locked	Items	Selected	Lowest	UnitofMea	QuantityRe	UnitPrice	TotalCost	UnitPrice	TotalCost
1	Base Bid Pricing (1)									
#1-1	FALSE	All Work in \$ 0		\$ 402,979. LS		1	\$ 402,979.34	\$ 402,979.34	\$ 475,000.0	\$ 475,000.0

Construction Boardroom Project

HVAC Construction

							New Age Development Group	
							Total Cost	
							Selected #	\$ 83,502.79
							Selected (\$)	0
								\$ 0
#	Locked	Items	Selected	Lowest	UnitofMea	QuantityRe	UnitPrice	TotalCost
1	Base Bid Pricing (1)							
#1-1	FALSE	All Work in \$ 0		\$ 83,502.7	LS	1	\$ 83,502.79	\$ 83,502.79

Construction Boardroom Project

Electrical Construction

							New Age Development Group	
Total Cost							\$ 391,385.29	
Selected #							0	
Selected (\$)							\$ 0	
#	Locked	Items	Selected	Lowest	UnitofMea	QuantityRe	UnitPrice	TotalCost
1	Base Bid Pricing (1)							
#1-1	FALSE	All Work in \$ 0		\$ 391,385. LS		1	\$ 391,385.29	\$ 391,385.29

## **ATTACHMENT D**

Proposed Business Affairs  
Committee Meeting Dates  
FY 2024-2025

**PROPOSED BUSINESS AFFAIRS COMMITTEE MEETING**

**FY 2024-2025**

**(Usually the 3<sup>rd</sup> or 4<sup>th</sup> Wednesday Depending on the Number of Weeks  
In a Month and Taking into Consideration Holidays)**

Wednesday, July 17, 2024

Wednesday, August 21, 2024

Wednesday, September 18, 2024

Wednesday, October 16, 2024

Wednesday, November 20, 2024

\*A date may be established in December 2024

Wednesday, January 15, 2025

Wednesday, February 19, 2025

Wednesday, March 19, 2025

Wednesday, April 16, 2025

Wednesday, May 21, 2025

Wednesday, June 18, 2025

**COMBIND/HYBRID MEETING OF THE BUSINESS AFFAIRS  
AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Thursday, August 15, 2024 – 2:00 P.M.**

**Present for the Business Affairs Committee:** Ms. Mindy Posoff, (presiding and via zoom), Mr. Harold Epps (ex-officio) (via zoom), Mr. Rob Dubow (via zoom)

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

**Present for the Administration:** Dr. Donald Generals, Dr. Shannon Rooney, Mr. Jacob Eapen, Dr. David Thomas, Dr. Alycia Marshall (via zoom), Dr. Mellissia Zanjani, Ms. Carolyn Flynn, Esq., Dr. Danielle Liautaud-Watkins, Ms. Lisa Hutcherson (via zoom), Mr. Derrick Sawyer, Mr. Gim Lim, Ms. Marsia Henley, Mr. John Wiggins, Dr. Darren Lipscomb

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

Ms. Posoff called the meeting to order at 2:03 P.M. Ms. Posoff highlighted the agenda items, and asked Mr. Eapen to proceed with the first agenda item.

**AGENDA**  
**BUSINESS AFFAIRS COMMITTEE**  
**PUBLIC SESSION**

Please see Attachment A that 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) Stop Loss (Action Item)**

Discussion: Mr. Eapen stated that Trion/Marsh McLennan (MMA), the College's benefits consultants, completed a full marketing of the College's stop loss coverage. MMA reached out to eleven carriers and the results are detailed in Attachment B.

Mr. Eapen stated that CCP requested bids from eleven (11) firms, and four (4) responded. Ms. Henley stated that company demographic information was requested from Granular; but not received. Ms. Henley stated Granular has less than 100 employees.

The initial stop loss renewal from Granular called for an 4.8% increase. Trion/Marsh McLennan Agency (MMA) was able to negotiate Granular down to a 1% decrease to current pricing, a savings of \$14,071 for the 9/1/2024 plan year. Mr. Eapen stated that Granular is the College's current carrier, and he is pleased with their service. Ms. Stevens stated that Granular processes claims timely, and that CCP has no issues with them. Mr.

Epps asked for how long the contract is, and Mr. Eapen responded that the contract with Granular is one year. Mr. Epps also asked about the cost of the contract, and Mr. Eapen said \$1,456,020. Mr. Dubow asked how does this amount effect the budget. Mr. Eapen responded that the amount is below budget. Mr. Eapen added, that Granular provides excellent service.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval to renew the College's Stop Loss with Granular Insurance from 09/01/2024 – 08/31/2025 in the amount of \$1,456,020. The funds will be coming from the Operating Budget.

Action: Mr. Dubow moved, and Ms. Posoff seconded the motion to recommend to the full Board to renew the College's Stop Loss with Granular Insurance from 09/01/2024 – 08/31/2025 in the amount of \$1,456,020. The funds will be coming from the Operating Budget.

## **(2) Other Post-Employment Benefits (OPEB) - (Information Item)**

Mr. Eapen stated that the College offers retiree benefits to full-time employees who are:

1. at least age 62 years old,
2. have at least 10 years of full-time employment, and
3. age plus years of full-time service is at least 77

The retiree and eligible dependents are eligible to remain on the College's active medical insurance plans until the retiree reaches the age 65 at which time the retiree may elect supplemental medical insurance provided through the College with the employee paying fifty percent (50%) of the premium. However, new employees hired after October 1, 2018 shall only be eligible for OPEB benefits for a maximum period of five (5) years after retirement. Mr. Lim stated that the OPEB liability as of June 30, 2024 stands at \$153.4 million compared to \$148.7 million. The difference is due to several factors such as per capita cost, trend and interest rate assumptions.

Mr. Lim referenced Attachment C which is the Actuarial Report from Sageview Consulting Group that provides the valuation of the College's OPEB liability for the 2024 full valuation year. Mr. Lim stated that GASB 75 requires a full valuation every two years. There are 789 active employees and 698 retirees (including spouses) participating in the College's OPEB plan. The College has another 13 employees participating in SERS and 19 employees participating PSERS. The College's proportionate share of liability for SERS and PSERS totaled \$5.55 million last year. Current year's reports are not yet available. Mr. Lim stated that CCP has an (Aa3) Stable rating which is a good rating based on challenges in higher education. Mr. Dubow asked if there was a trust fund, and Mr. Lim responded that it is pay-as-you-go. Mr. Dubow asked if there was a change in valuation that would affect benefits, and Mr. Lim responded yes.

**(3) Construction for Winnet S1-SW Project (Action Item)**

Discussion: Ms. Flynn stated that the staff and outside council had calls with Royalty Construction to help facilitate securing the bonds required for the Electrical contract. Ms. Henley advised Mr. Walker from Royalty of resources that may assist in Royalty securing the Performance and Payment Bonds in the fully amount of the bid for the electrical work. In early August, Royalty formally notified CCP staff that they were unsuccessful in securing the Performance and Payment Bonds required for the electrical portion of their award, and therefore, must decline performing the electrical work. Royalty was able to secure Performance and Payment bonds for the Fire Protection, HVAC, and Plumbing in the amount of \$426,523.

Mr. Wiggins stated that CCP has worked with Royalty in the past, and CCP has been pleased with their work.

The staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board Trustees to withdraw its approval of the Royalty Construction award in the amount of \$876,047 for the Electrical contract since they are unable to secure a Performance Bond.

Additionally, the staff requests the Business Affairs Committee to recommend to the Board the award of Fire Protection, HVAC and Plumbing to Royalty in the amount of \$426,523. These funds will be paid from RACP and Capital budget.

Action: Mr. Dubow moved and Ms. Posoff seconded the withdraw of the approval of Royalty Construction award in the amount of \$876,047 for the Electrical contract since Royalty was unable to secure Performance and Payment Bonds. The motion passed unanimously.

Action: Mr. Dubow moved, and Ms. Posoff seconded the motion that staff requests the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the award of Fire Protection, HVAC and Plumbing to Royalty in the amount of \$426,523. These funds will be paid from RACP and Capital Budget. The motion passed unanimously.

**(4) Construction for Winnet S1-SW Project Electrical (Action Item)**

Mr. Eapen stated that staff seek approval for construction for Winnet S1-SE kitchen and rear offices. The project includes the expansion, renovation, and modernization of the existing 8,000 square feet Student Services space in the Winnet Building, first floor to accommodate the needs of KEYS and One Stop programs and student gatherings.

Mr. Wiggins stated that the College issued RFP #10206 on April 6, 2024 via Penn Bid. The pre-bid meeting was held April 12, 2024 and 5 bidders attended. The College received 2 responses. As Royalty was unable to secure the required Performance and Payment Bonds, Hyde Electric is now the lowest responsible bidder at \$1,169,900.

Ms. Henley stated that Hyde Electrical is locally based in Philadelphia. Hyde has 15 employees of which 6.7% are people of color. Mr. Wiggins stated that Hyde has done business with CCP in the past (garage lighting project), and they worked on the Nursing

project, and CCP was happy with their work.

Action: Staff is requesting that the Business Affairs Committee recommend to the full Board to award Hyde Electric in the amount of \$1,169,900 for the Electrical Construction for the Winnet S1-SW project. The funds for this project will come from RACP funding and the capital budget. The motion passed unanimously.

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

The next meeting of the Business Affairs Committee is scheduled for Wednesday, September 18, 2024 at 9:00 A.M.

Business Affairs Committee meeting adjourned at 2:25 pm.

**AGENDA EXECUTIVE COMMITTEE  
PUBLIC SESSION**

Mr. Epps opened the Executive Committee meeting at 2:26 pm. Based on the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following items:

**(1) Based on the recommendation of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following action items:**

Action: Mr. Epps moved and Ms. Posoff seconded the approval of the College's Stop Loss with Granular Insurance from 09/01/2024 – 08/31/2025 in the amount of \$1,456,020. The funds for the renewal will be coming from the Operating Budget. The motion passed unanimously.

Action: Mr. Epps moved and Ms. Posoff seconded the withdraw of the approval of Royalty Construction award in the amount of \$876,047 for the Electric contract since Royalty was unable to secure a Performance Bond. The motion passed unanimously.

Action: Mr. Epps moved and Ms. Posoff seconded the approval to award Fire Protection, HVAC and Plumbing to Royalty Construction in the amount of \$426,523. These funds will be paid from RACP and the Capital Budget. The motion passed unanimously.

Action: Mr. Epps moved and Ms. Posoff seconded the approve of the Award to Hyde Electrical in the amount of \$1,169,900 for the for the Electrical Construction for the for the Winnet S1-SW project. The funds will come from the RACP and the Capital budget. The motion passed unanimously.

**(2) Policy Review Update and Policy Approval (Information & Action Items)**

Ms. Flynn presented an update to the Executive Committee regarding policies that have been reviewed in the prior academic year, all outstanding policy reviews and the upcoming review schedule in accordance with the College's Policy Review Procedure. A Policy Update Memorandum is attached as Attachment D of this agenda.

General Counsel, in concert with numerous staff members, proposed and presented revisions to the Disposal of College Property (#205) policy and Accounts Receivable Collection and Bad Debt Management Policy (#214) for the Executive Committee's review. Clean and redlined (to indicate the proposed revisions) versions of the revised Disposal of College Property (#205) policy are attached as Attachment E. Clean and redlined versions of the revised Accounts Payable Receivable Collection and Bad Debt Management Policy (#214) are attached as Attachment F.

**Action:** Ms. Posoff moved and Mr. Epps seconded the revisions to the Disposal of College Property (#205) policy and Accounts Receivable Collection, and Bad Debt Management Policy (#214). The motion passed unanimously.

The meeting adjourned at 2:45 pm.

**Both the Business Affairs Committee and the Executive Committees of the Board of Trustees went into Executive Session.**

Executive Session included discussions of contracts, legal and personnel matters.

<b><u>ATTACHMENT A</u></b> <b>FUNDING FOR ACTION ITEMS</b>			
<b>COMBINED MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES</b>			
<b>AGENDA: August 15, 2024</b>			
<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1	Granular	\$1,456,020	Operating Budget
3	Royal Construction	\$426,523	Capital Budget/RACP
4	Hyde Electric	\$1,169,900	Capital Budget/RACP

## **ATTACHMENT B**

### **STOP LOSS**

## **Attachment B**

<b>VENDOR</b>	<b>RESULT</b>
BCS	Declined to quote due to underwriting guidelines
Granular Insurance (Incumbent)	Provided renewal
HMIG	Provided quote
QBE	Provided quote
Sun Life	Provided quote
Swiss Re	Provided initial quote; Declined to provide firm quote due to uncompetitive rates
Symetra	Declined to quote due to uncompetitive rates
TMHCC	Failed to provide firm quote
Unum	Failed to provide firm quote
Voya	Declined to quote due to underwriting guidelines
Wellpoint	Declined to quote due to uncompetitive rates

## **ATTACHMENT C**

### **GASB 75 Actuarial Valuation Report**

# **Community College of Philadelphia**

## **Community College of Philadelphia Retiree Medical Plan**

### **GASB 75 Actuarial Valuation Report for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024**

**May 2024**



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## ACTUARIAL CERTIFICATION

We are pleased to present this report that contains the results of valuation of the Community College of Philadelphia Retiree Medical Plan as of July 1, 2023 to meet the requirements of the Governmental Accounting Standards Board Statement No. 75 (GASB 75). This valuation is based on census data provided by Community College of Philadelphia, the plan as described in the official plan document as summarized in this report and the stated actuarial assumptions. This information is presented for the fiscal year ending June 30, 2024.

Community College of Philadelphia has retained Sageview Consulting Group to perform an actuarial valuation of the plan for the purposes of:

- Determining the OPEB expense for the fiscal year ending June 30, 2024 under GASB 75,
- Provide the note disclosures and required supplementary information for the fiscal year ending June 30, 2024 under GASB 75.

This valuation has been conducted in accordance with generally accepted actuarial principles and practices including the Actuarial Standards of Practice (ASOPS) relating to Other Post Employment Benefit (OPEB) plans. The employee census data, provided by the Community College of Philadelphia, has been reviewed for reasonableness but no attempt has been made to audit such information. The valuation was based on the provisions of the plan as amended through the beginning of the plan year. In our opinion, the actuarial assumptions used in this valuation are reasonably related to the past experience of the plan and represent reasonable expectations of future experience under the plan.

These results are for the purposes of financial reporting and may not be appropriate for funding purposes or other types of analysis. The use of this report for any other purpose other than those expressed here may not be appropriate.

The undersigned credentialed actuaries meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report. We are not aware of any direct or material indirect financial interest or relationship, including investments or other services, that could create a conflict of interest or that would impair the objectivity or independence of our work.

We appreciate the opportunity to be of service to Community College of Philadelphia and are available to answer questions regarding this report or to provide further details as may be requested.

Respectfully submitted,  
SageView Consulting Group



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Daniel L. Homan, EA, MAAA  
Principal



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Dmitriy Sherman, ASA, MAAA  
Consulting Actuary

## VALUATION SUMMARY

Presented in this report are the results of the actuarial valuation as of July 1, 2023 for the Community College of Philadelphia Retiree Medical Plan.

### A. Net OPEB Liability

Under GASB 75, the Net OPEB Liability is the excess, if any, of the Total OPEB Liability over the Fiduciary Net Position. The Total OPEB Liability is determined under the Entry Age Normal actuarial cost method. The Net OPEB Liability as of June 30, 2024 and June 30, 2023 is as follows:

	<b>June 30, 2024</b>	<b>June 30, 2023</b>
1. Total OPEB Liability (TOL)	\$153,410,516	\$148,665,760
2. Fiduciary Net Position (FNP)	\$0	\$0
3. Net OPEB Liability (NOL)	\$153,410,516	\$148,665,760
4. FNP as a percentage of TOL (Funded Level)	0.00%	0.00%

### B. OPEB Expense / (Income)

Under the new accounting standards, the OPEB Expense / (Income) for the fiscal year is determined at the end of the fiscal year to reflect any plan amendments, assumption changes and gain and losses during the fiscal year. The OPEB Expense / (Income) for the fiscal years ending June 30, 2024 and June 30, 2023 is as follows:

	<b>June 30, 2024</b>	<b>June 30, 2023</b>
1. OPEB Expense / (Income)	(\$7,176,669)	(\$14,704,554)

## SECTION I - FINANCIAL STATEMENT

Summary of Results		
A. Report Dates		
1. Valuation Date	07/01/2023	07/01/2021
2. Reporting Date for Employer Under GASB 75	06/30/2024	06/30/2023
3. Measurement Date for Employer Under GASB 75	06/30/2023	06/30/2022
B. Participant Counts for the Plan Year Beginning July 1:		
	<b>2023</b>	<b>2021</b>
1. Actives	789	825
2. Retirees (including spouses)	698	647
3. Total participants: (1) + (2)	1,487	1,472
C. Disclosure Elements for the Fiscal Year Ending June 30:		
	<b>2024</b>	<b>2023</b>
1. Service cost	\$3,258,749	\$4,972,761
2. Total OPEB liability (TOL)	153,410,516	148,665,760
3. Plan fiduciary net position (FNP)	0	0
4. Net OPEB liability (NOL): (2) - (3)	153,410,516	148,665,760
5. OPEB expense / (income)	(\$7,176,669)	(\$14,704,554)
6. FNP as a percentage of TOL (funded status): (3) ÷ (2)	0.00%	0.00%

## SECTION I - FINANCIAL STATEMENT

### Summary of Results (continued)

D. Single Equivalent Interest Rate Determined for the Fiscal Year			
Ending June 30:		<b>2024</b>	<b>2023</b>
1. Investment rate of return		N/A	N/A
2. Municipal bond index interest rate at measurement date		3.86%	3.69%
3. Fiscal year in which plan's fiduciary net position is projected to be depleted		N/A	N/A
4. Single equivalent interest rate		3.86%	3.69%
E. Key Assumptions for the Valuation Beginning on July 1:		<b>2023</b>	<b>2021</b>
1. Investment rate of return		N/A	N/A
2. Rate of inflation		2.50%	2.50%
3. Rate of salary inflation		4.00%	3.00%

## SECTION I - FINANCIAL STATEMENT

**Table 1 - OPEB Expense / (Income)**

	Fiscal Year Ending	
	06/30/2024	06/30/2023
A. OPEB Expense / (Income)		
1. Service cost	\$3,258,749	\$4,972,761
2. Interest on the total OPEB liability	5,515,241	4,128,077
3. Current period benefit changes	0	0
4. Projected earnings on plan assets (negative for credit against expense)	0	0
5. Recognition of Outflow (Inflow) of resources due to differences between expected and actual experience in the measurement of the total OPEB liability	(5,811,956)	(15,516,569)
6. Recognition of Outflow (Inflow) of resources due to assumption change	(10,138,703)	(8,288,823)
7. Recognition of Outflow (Inflow) of resources due to differences between projected and actual earnings on plan investments	0	0
8. OPEB administrative expense if not included in claims costs	0	0
9. Other changes in plan fiduciary net position	0	0
10. Total OPEB expense / (income): sum of (1) through (9)	(\$7,176,669)	(\$14,704,554)

## SECTION I - FINANCIAL STATEMENT

**Table 2 - Increase (Decrease) in OPEB Expense From Recognizing the Effect of Differences Between Expected and Actual Experience**

Plan Year Ending	Differences Between Expected & Actual Experience	Recognition Period (Years)	Annual Recognition Amount for Fiscal Year Ending				
			2023	2024	2025	2026	2027
2018	(\$47,379,552)	6.06	(\$7,818,408)	(\$8,287,512)	\$0	\$0	\$0
2019							
2020	(33,487,521)	4.00	(8,371,881)	0	0	0	0
2021							
2022	2,021,160	3.00	673,720	673,720	0	0	0
2023							
2024	5,405,508	3.00		1,801,836	1,801,836	1,801,836	0
2025							
Total			(\$15,516,569)	(\$5,811,956)	\$1,801,836	\$1,801,836	\$0

**Table 3 - Deferred Outflows of Resources and Deferred Inflows of Resources From The Differences Between Expected and Actual Experience**

Plan Year Ending	Experience Losses (a)	Experience Gains (b)	Amounts Recognized in OPEB Expense Through June 30, 2024 (c)	Balances as of June 30, 2024	
				Deferred Outflows of Resources (a) - (c)	Deferred Inflows of Resources (b) - (c)
2018		(\$47,379,552)	(\$47,379,552)		\$0
2019					
2020		(\$33,487,521)	(\$33,487,521)		\$0
2021					
2022	\$2,021,160		\$2,021,160	\$0	
2023					
2024	\$5,405,508		\$1,801,836	\$3,603,672	
2025					
Total Deferred Outflows and Inflows				\$3,603,672	\$0

## SECTION I - FINANCIAL STATEMENT

**Table 4 - Increase (Decrease) in OPEB Expense From Recognizing the Effect of Changes in Assumptions**

Plan Year Ending	Change in Assumptions	Recognition Period (Years)	Annual Recognition Amount for Fiscal Year Ending				
			2023	2024	2025	2026	2027
2018	(\$19,250,954)	6.06	(\$3,176,725)	(\$3,367,329)	\$0	\$0	\$0
2019	(\$9,920,463)	4.00	\$0	\$0	\$0	\$0	\$0
2020	\$617,431	4.00	\$154,357	\$0	\$0	\$0	\$0
2021	\$31,763,636	4.00	\$7,940,909	\$7,940,909	\$0	\$0	\$0
2022	\$4,710,767	3.00	\$1,570,256	\$1,570,255	\$0	\$0	\$0
2023	(\$44,332,861)	3.00	(\$14,777,620)	(\$14,777,620)	(\$14,777,621)	\$0	\$0
2024	(\$4,514,755)	3.00		(\$1,504,918)	(\$1,504,918)	(\$1,504,919)	\$0
2025							
Total			(\$8,288,823)	(\$10,138,703)	(\$16,282,539)	(\$1,504,919)	\$0

**Table 5 - Deferred Outflows of Resources and Deferred Inflows of Resources From The Effect of Changes in Assumptions**

Plan Year Ending	Increase in The Total OPEB Liability (a)	Decrease in The Total OPEB Liability (b)	Amounts Recognized in OPEB Expense Through June 30, 2024 (c)	Balances as of June 30, 2024	
				Deferred Outflows of Resources (a) - (c)	Deferred Inflows of Resources (b) - (c)
2018		(\$19,250,954)	(\$19,250,954)		\$0
2019		(\$9,920,463)	(\$9,920,463)		\$0
2020	\$617,431		\$617,431	\$0	
2021	\$31,763,636		\$31,763,636	\$0	
2022	\$4,710,767		\$4,710,767	\$0	
2023		(\$44,332,861)	(\$29,555,240)		(\$14,777,621)
2024		(\$4,514,755)	(\$1,504,918)		(\$3,009,837)
2025					
Total Deferred Outflows and Inflows				\$0	(\$17,787,458)

## SECTION II - NOTES TO FINANCIAL STATEMENT

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### Net OPEB Liability Assumptions

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The College's net OPEB liability was measured as of June 30, 2023, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50% per year
Salary increases	4.00% per year
Investment rate of return	Not applicable

Mortality rates were based on the Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2021 for faculty participants and Pub-2010 Public Retirement Plans General mortality table projected generationally with Scale MP-2021 for all other participants.

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 Fidelity 20-year GO AA Bond index as of the measurement dates.

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### Actuarial Standards of Practice

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Actuarial Standards of Practice No. 6 ("ASOP 6") provides guidance on measuring retiree group benefits obligations and determining retiree group benefits periodic costs or actuarially determined contributions.

Actuarial Standards of Practice No. 35 ("ASOP 35") requires that each demographic and other noneconomic assumption should be reasonable individually and in conjunction with one another. At each measurement date, the actuary should consider whether the selected assumptions continue to be reasonable. If the actuary determines that one or more of the previously selected assumptions are no longer reasonable, the actuary will perform an experience study to determine the best estimate for the Plan's population.

Actuarial Standards of Practice No. 27 Revised ("ASOP 27") requires that each economic assumption be reasonable based on the following characteristics: (a) appropriate for the purpose of the measurement; (b) reflects the actuary's professional judgement; (c) takes into account historical and current economic data that is relevant as of the measurement date; (d) reflects the actuary's estimate of future experience, observation of the estimates inherent in market data, or a combination thereof; and (e) has no significant bias. Given the uncertain nature of the items for which assumptions are selected, different actuaries will apply different professional judgement and may choose different reasonable assumptions. As a result, a range of reasonable assumptions may develop both for an individual actuary and across actuarial practice.

## SECTION II - NOTES TO FINANCIAL STATEMENT

**Table 6 - Changes in the Net OPEB Liability**

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
A. Balances at the Fiscal Year Ending June 30, 2023	\$148,665,760	\$0	\$148,665,760
B. Changes for the year			
1. Service cost	3,258,749		3,258,749
2. Interest on the total OPEB liability	5,515,241		5,515,241
3. Difference between expected and actual experience	5,405,508		5,405,508
4. Changes in plan provisions	0		0
5. Employer contributions		4,919,987	(4,919,987)
6. Changes in assumptions	(4,514,755)		(4,514,755)
7. Net investment income		0	0
8. Benefit payments	(4,919,987)	(4,919,987)	0
9. Administrative expenses		0	0
10. Other changes	0	0	0
11. Net changes: (1) + (2) + (3) + (4) + (5) + (6) + (7) + (8) + (9) + (10)	4,744,756	0	4,744,756
C. Balances at the Fiscal Year Ending June 30, 2024: A + B(11)	\$153,410,516	\$0	\$153,410,516

## SECTION II - NOTES TO FINANCIAL STATEMENT

### Sensitivity of the Net OPEB Liability

#### A. Impact of change in Discount Rate

The following presents the net OPEB liability of the College, calculated using the discount rate of 3.86%, as well as what the College's net OPEB liability would be if it were calculated using a discount rate that is 1% lower (2.86%) or 1% point higher (4.86%) than the current rate:

	1% Decrease (2.86%)	Current Discount Rate (3.86%)	1% Increase (4.86%)
1. Total OPEB Liability	\$177,599,588	\$153,410,516	\$133,860,202
2. Plan Fiduciary Net Position	\$0	\$0	\$0
3. Net OPEB Liability: (1) - (2)	\$177,599,588	\$153,410,516	\$133,860,202

#### B. Impact of change in Healthcare Trend Rates

The following presents the net OPEB liability of the College, calculated using a healthcare cost trend rates of 1% higher than the assumed healthcare cost trend rates for all years and a healthcare cost trend rates that is 1% lower than the assumed healthcare cost trend rates for all years:

	1% Decrease in Trend Rates	Current Trend Rates	1% Increase in Trend Rates
1. Total OPEB Liability	\$133,068,803	\$153,410,516	\$178,840,455
2. Plan Fiduciary Net Position	\$0	\$0	\$0
3. Net OPEB Liability: (1) - (2)	\$133,068,803	\$153,410,516	\$178,840,455

## SECTION II - NOTES TO FINANCIAL STATEMENT

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### Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

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Since certain OPEB expense items are amortized over closed periods each year, the deferred portions of these items must be tracked annually. If the amounts increase the OPEB expense, they are labeled as deferred outflows and amounts that decrease the OPEB expense are labeled as deferred inflows. These outflows and inflows are amortized on a level dollar basis with no interest added for the deferred amounts. Deferred experience gains/losses and changes in assumptions are amortized over the average remaining service lives of all employees that are provided with benefits through the OPEB plan at the beginning of the measurement period. Investment gains/losses are amortized over a five year period. The following shows the summary of the deferred outflows and inflows as of June 30, 2024.

	Deferred Outflows of Resources	Deferred Inflows of Resources
A. Difference between expected and actual experience	\$3,603,672	\$0
B. Changes in assumptions	\$0	(\$17,787,458)
C. Net difference between projected and actual earnings on OPEB plan investments	\$0	\$0

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:	Amounts
2025	(\$14,480,703)
2026	\$296,917
2027	\$0
2028	\$0
2029	\$0
Thereafter	\$0

## SECTION III - REQUIRED SUPPLEMENTARY INFORMATION

**Table 7 - Schedule of Changes in Net OPEB Liability**

	Fiscal Year Ending June 30:			
	2024	2023	2022	2021
A. Schedule of Changes in Net OPEB Liability				
1. Total OPEB Liability				
a. Service cost	\$3,258,749	\$4,972,761	\$5,707,368	\$3,923,045
b. Interest	5,515,241	4,128,077	3,974,279	4,952,399
c. Change in benefit terms	0	0	0	0
d. Difference between expected and actual experience	5,405,508	0	2,021,160	0
e. Change in assumptions	(4,514,755)	(44,332,861)	4,710,767	31,763,636
f. Benefit payments	(4,919,987)	(4,488,226)	(4,303,681)	(3,874,038)
g. Net change in Total OPEB Liability: sum of (a) through (f)	4,744,756	(39,720,249)	12,109,893	36,765,042
h. Total OPEB Liability - beginning	148,665,760	188,386,009	176,276,116	139,511,074
i. Total OPEB Liability - ending	153,410,516	148,665,760	188,386,009	176,276,116
2. Plan Fiduciary Net Position				
a. Contributions - Employer	\$4,919,987	\$4,488,226	\$4,303,681	\$3,874,038
b. Contributions - Members	0	0	0	0
c. Net investment income	0	0	0	0
d. Benefit payments	(4,919,987)	(4,488,226)	(4,303,681)	(3,874,038)
e. Administrative expenses	0	0	0	0
f. Other	0	0	0	0
g. Net change in Plan Fiduciary Net Position: sum of (a) through (f)	0	0	0	0
h. Plan Fiduciary Net Position - beginning	0	0	0	0
i. Plan Fiduciary Net Position - ending	0	0	0	0
j. Net OPEB liability: (1i) - (i)	153,410,516	148,665,760	188,386,009	176,276,116
k. Plan fiduciary net position as a percentage of the total OPEB liability: (i) ÷ (1i)	0	0	0	0
l. Covered employee payroll	57,855,862	59,397,273	56,145,380	55,279,241
m. Plan net OPEB liability as a percentage of the covered employee payroll: (j) ÷ (l)	265.16%	250.29%	335.53%	318.88%

### SECTION III - REQUIRED SUPPLEMENTARY INFORMATION

**Table 7 - Schedule of Changes in Net OPEB Liability (continued)**

	Fiscal Year Ending June 30:			
	2020	2019	2018	2017
A. Schedule of Changes in Net OPEB Liability				
1. Total OPEB Liability				
a. Service cost	\$5,862,664	\$6,425,503	\$10,344,089	
b. Interest	6,925,232	5,696,499	6,514,274	
c. Change in benefit terms	(11,026,241)	0	0	
d. Difference between expected and actual experience	(33,487,521)	0	(47,379,552)	
e. Change in assumptions	617,431	(9,920,463)	(19,250,954)	
f. Benefit payments	(4,928,779)	(4,449,107)	(4,934,030)	
g. Net change in Total OPEB Liability: sum of (a) through (f)	(36,037,214)	(2,247,568)	(54,706,173)	
h. Total OPEB Liability - beginning	175,548,288	177,795,856	232,502,029	
i. Total OPEB Liability - ending	139,511,074	175,548,288	177,795,856	
2. Plan Fiduciary Net Position				
a. Contributions - Employer	\$4,928,779	\$4,449,107	\$4,934,030	
b. Contributions - Members	0	0	0	
c. Net investment income	0	0	0	
d. Benefit payments	(4,928,779)	(4,449,107)	(4,934,030)	
e. Administrative expenses	0	0	0	
f. Other	0	0	0	
g. Net change in Plan Fiduciary Net Position: sum of (a) through (f)	0	0	0	
h. Plan Fiduciary Net Position - beginning	0	0	0	
i. Plan Fiduciary Net Position - ending	0	0	0	
j. Net OPEB liability: (1i) - (i)	139,511,074	175,548,288	177,795,856	
k. Plan fiduciary net position as a percentage of the total OPEB liability: (i) ÷ (1i)	0	0	0	
l. Covered employee payroll	53,434,086	51,546,358	54,241,586	
m. Plan net OPEB liability as a percentage of the covered employee payroll: (j) ÷ (l)	261.09%	340.56%	327.79%	

## SECTION III - REQUIRED SUPPLEMENTARY INFORMATION

**Table 8 - Schedule of Contributions**

Last 10 Fiscal Years				
	Fiscal Year Ending June 30:			
	2024	2023	2022	2021
A. Actuarially Determined Contribution	\$0	\$0	\$0	\$0
B. Contribution in Relation to the Actuarially Determined Contribution	4,919,987	4,488,226	4,303,681	3,874,038
C. Contribution Deficiency (Excess): A - B	(4,919,987)	(4,488,226)	(4,303,681)	(3,874,038)
D. Covered Employee Payroll	\$57,855,862	\$59,397,273	\$56,145,380	\$55,279,241
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D	8.50%	7.56%	7.67%	7.01%

	Fiscal Year Ending June 30:			
	2020	2019	2018	2017
A. Actuarially Determined Contribution	\$0	\$0	\$16,858,363	
B. Contribution in Relation to the Actuarially Determined Contribution	4,928,779	4,449,107	4,934,030	
C. Contribution Deficiency (Excess): A - B	(4,928,779)	(4,449,107)	11,924,333	
D. Covered Employee Payroll	\$53,434,086	\$51,546,358	\$54,241,586	
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D	9.22%	8.63%	9.10%	

	Fiscal Year Ending June 30:	
	2016	2015
A. Actuarially Determined Contribution		
B. Contribution in Relation to the Actuarially Determined Contribution		
C. Contribution Deficiency (Excess): A - B		
D. Covered Employee Payroll		
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D		

## SECTION IV - PLAN DEMOGRAPHICS

**Table 9 - Plan Participant Demographics**

	Plan Year Beginning:	
	July 1, 2023	July 1, 2021
A. Participant Count		
1. Active participants	789	825
2. Retired participants (including spouses)	698	647
3. Total participant count: (1) + (2)	1,487	1,472
B. Participant Averages		
1. Active participants		
a. Average age	50.6	51.0
b. Average service	13.0	13.6
2. Retirees average age	76.4	75.4

## SECTION IV - PLAN DEMOGRAPHICS

**Table 10 - Active Participant Scatter**

A. Actives Attained Age/Service Scatter as of July 1, 2023

Attained Age	Years of Service									Total
	0 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40+	
Under 25	7	0	0	0	0	0	0	0	0	7
25 to 29	21	0	1	0	0	0	0	0	0	22
30 to 34	36	9	1	0	0	0	0	0	0	46
35 to 39	41	29	4	5	0	0	0	0	0	79
40 to 44	32	42	24	8	3	0	0	0	0	109
45 to 49	24	28	25	19	11	2	0	0	0	109
50 to 54	30	24	12	17	14	5	1	0	0	103
55 to 59	23	13	11	16	22	10	8	2	0	105
60 to 64	14	11	13	18	24	5	7	20	3	115
65 to 69	6	6	4	6	10	4	8	5	3	52
70+	1	4	6	3	2	6	6	2	12	42
Total	235	166	101	92	86	32	30	29	18	789

## SECTION IV - PLAN DEMOGRAPHICS

**Table 11 - Inactive Participant Scatter**

A. Inactives Attained Age and Average Benefit Scatter as of July 1, 2023

<u>Attained Age</u>	<u>Retired Participants</u>		<u>Surviving Spouses</u>	<u>Total</u>
	<u>With Spouse Coverage</u>	<u>Without Spouse Coverage</u>		
Under 50	0	0	1	1
50 to 54	0	0	0	0
55 to 59	0	0	0	0
60 to 64	3	7	1	11
65 to 69	31	37	0	68
70 to 74	47	60	1	108
75 to 79	68	55	5	128
80 to 84	35	55	4	94
85 to 89	24	30	5	59
90+	1	15	4	20
Total	209	259	21	489

## APPENDIX A - PLAN PROVISIONS

A summary of the postemployment health plan eligibility, plan benefits and contribution provisions are as follows:

- A. Eligibility and coverage      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 (77 points).
- B. Benefits
1. Health benefits      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. Retirees on Medicare disability are given the Medicare Part B reimbursement regardless of age.
2. Life insurance      Benefit continues until age 65 and spouses are not covered. Life insurance benefit is determined as follows:
- a. Administrators      2.5 times last annual salary, rounded up to next \$1,000 up to a maximum of \$600,000
- b. Faculty      2 times last annual salary, rounded up to next \$1,000 up to a maximum of \$250,000
- c. Classified and confidential      2 times last annual salary, rounded up to next \$1,000 up to a maximum of \$150,000
- d. Faculty on Pre-Retirement Half-Time Workload Option      4 times last annual salary, rounded up to next \$100 up to a maximum of \$250,000
- C. Contributions      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.
- When an employee retires, the College separates the retiree and spouse and each person has their own coverage with contributions based on "employee only" premiums.
- 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.
- The college pays 100% of the premium for retired post-65 PT teachers and their spouses.
- Effective for the 2020 fiscal year, current full-time employees, who as of January 1, 2021 do not meet the eligibility for retirement criteria, will not be reimbursed for Medicare Part B premium if over 65. New employees hired after October 1, 2018 will only be eligible for benefits for a maximum period of 5 years after retirement and they also will not be reimbursed for Medicare Part B premium if over 65.

## APPENDIX A - PLAN PROVISIONS (continued)

### D. Monthly premiums<sup>1</sup>

#### 1. Health care premiums

##### a. Pre-65

	Medical Plans	
<u>Coverage</u>	<u>Personal Choice</u>	<u>Keystone Point of Service</u>
Individual	\$737.71	\$626.89
Individual and Spouse	\$1,498.30	\$1,193.95
Family	\$2,244.61	\$1,831.15

##### b. Post-65

	Medical Plans	
<u>Coverage</u>	<u>BCBS 65 Special/Plan F</u>	<u>Keystone 65</u>
Individual	\$263.03	\$547.20

##### c. Prescription drug

<u>Coverage</u>	<u>Cost</u>
Single	\$282.33
Two or more	\$796.16

#### 2. Dental care premiums

	Dental Plans	
<u>Coverage</u>	<u>United Concordia</u>	<u>Delta PPO/Premier</u>
Individual	\$19.43	\$38.06
Individual and Spouse	\$36.44	\$100.47
Family	\$57.86	\$100.47

3. Major medical premium \$6.29

4. Medicare Part B premium \$174.70

<sup>1</sup> All rates effective September 1, 2023 except for the BCBS 65 Special/Plan F rate which is effective November 1, 2023 and the Keystone 65 and Medicare Part B rates which are effective January 1, 2024.

## APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS

### A. Actuarial Methods

1. Actuarial Cost Method      The actuarial cost method used to determine the actuarial accrued liability and the normal cost for financial reporting purposes is the Entry Age Actuarial Cost Method. The accrued liability and the normal cost are used to determine the College's financial disclosure requirement. Under this method, the cost of each individual's benefit is allocated on a level percent of payroll basis between the time employment starts (entry age) and the assumed retirement date. The normal cost is the amount allocated for a given year and actuarial liability is the accumulation of prior normal costs as of the determination date. The total actuarial liability for retirement benefits is the sum of the actuarial liability for all members.
  
2. Actuarial Valuation Frequency      An actuarial valuation is prepared biennially with a 'roll-forward' valuation in the interim year, provided no significant events have occurred during the interim year warranting a new measurement. This year's fiscal 2024 valuation was based on a full valuation.
  
3. Amortization Method      Level dollar amortization for differences between expected and actual experience with regard to economic or demographic factors and for changes in assumptions, the amounts will be amortized over a closed period equal to the average of the expected remaining service lives of all participants (including inactives) determined at the beginning of the measurement period. The differences between projected and actual earnings on OPEB plan investments will be recognized over a closed five-year period.

### B. Actuarial Assumptions

1. Valuation date      July 1, 2023
  
2. Measurement date      June 30, 2023
  
3. Measurement period      July 1, 2022 to June 30, 2023
  
4. Reporting date      June 30, 2024
  
5. Collection date of census data      July 1, 2023
  

	Fiscal 2024	Fiscal 2023
	Valuation	Valuation
6. Interest rate		
a. Discount rate	3.86%	3.69%
b. Expected long term rate of return	N/A	N/A
c. Municipal bond rate	3.86%	3.69%

  
7. Inflation      2.50% per year
  
8. Salary increase rate      4.00% per year
  
9. Medicare Eligibility      All participants are assumed to be eligible for Medicare upon attainment of age 65.

## APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS (continued)

10. Full Attribution Age      Age at which retirement rate is 100%.

11. Mortality table

- a. Faculty participants      Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2021
- b. Other participants      Pub-2010 Public Retirement Plans General mortality table projected generationally with Scale MP-2021

12. Health Care and Contribution Trend Rate	<u>Fiscal Year</u>	<u>Pre-65 Medical / Drug</u>	<u>Post-65 Medical / Drug</u>	<u>Dental</u>	<u>Medicare Part B</u>
	2024	7.50%	6.00%	3.00%	5.50%
	2025	7.35%	5.93%	3.00%	5.50%
	2026	7.20%	5.85%	3.00%	5.50%
	2027	7.05%	5.78%	3.00%	5.50%
	2028	6.90%	5.70%	3.00%	5.50%
	2029	6.75%	5.63%	3.00%	5.50%
	2030	6.60%	5.55%	3.00%	5.50%
	2031	6.45%	5.48%	3.00%	5.50%
	2032	6.30%	5.40%	3.00%	5.50%
	2033	6.15%	5.33%	3.00%	5.50%
	2034	6.00%	5.25%	3.00%	5.50%
	2035	5.85%	5.18%	3.00%	5.50%
	2036	5.70%	5.10%	3.00%	5.50%
	2037	5.55%	5.03%	3.00%	5.50%
	2038	5.40%	4.95%	3.00%	5.50%
	2039	5.25%	4.88%	3.00%	5.50%
	2040	5.10%	4.80%	3.00%	5.50%
	2041	4.95%	4.73%	3.00%	5.50%
	2042	4.80%	4.65%	3.00%	5.50%
	2043	4.65%	4.58%	3.00%	5.50%
	2044+	4.50%	4.50%	3.00%	5.50%

13. Participation      95% of all actives are assumed to participate upon retirement. 50% of surviving spouses are assumed to participate upon the death of the participant.

14. Plan election      All future retirees are assumed to elect medical and dental coverage based on the weighted-average plan information.

15. Rates of disability      None

16. Spousal coverage      It is assumed that 50% of covered participants will be married and elect to cover a spouse upon retirement. Husbands are assumed to be three years older than wives.

17. Lapse rate      A 5% reduction in the liability is assumed due to the expected lapse rate.

## APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS (continued)

18. Rates of withdrawal      2003 SOA Pension Plan Turnover Study (Small Plan with < 1,000 lives) table. Sample rates are as follows:

<u>Age</u>	<u>Rate</u>
20	24.3%
25	19.5%
30	15.5%
35	12.1%
40	9.4%
45	7.3%
50	5.6%
55	4.2%
60	3.0%

19. Rates of retirement

<u>Age</u>	<u>Rate</u>
62	10.0%
63-64	15.0%
65	35.0%
66-69	20.0%
70	40.0%
71-74	20.0%
75	100.0%

20. July 1, 2023 Annual Health  
Per Capita Costs

a. Pre-65 costs

<u>Age</u>	<u>Medical</u>	<u>Prescription Drug</u>
55	\$10,028	\$1,996
56	\$10,413	\$2,090
57	\$10,827	\$2,182
58	\$11,270	\$2,272
59	\$11,743	\$2,362
60	\$12,249	\$2,454
61	\$12,796	\$2,554
62	\$13,384	\$2,663
63	\$14,006	\$2,781
64	\$14,658	\$2,907

b. Post-65 costs

<u>Age</u>	<u>Medical</u>	<u>Prescription Drug</u>
65	\$2,681	\$4,404
70	\$2,876	\$5,105
75	\$3,033	\$5,776
80	\$3,300	\$6,377
85	\$3,674	\$7,041
90	\$3,998	\$7,774

21. July 1, 2023 Annual Major  
Medical Claims      \$75

## APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS (continued)

### 22. July 1, 2023 Annual Dental

Care Claims	\$445
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### C. Changes from Prior Valuation

- |                  |  |
|------------------|--|
| 1. Interest rate | The discount rate was updated from 3.69% as of June 30, 2022 to 3.86% as of June 30, 2023. |
| 2. Salary Scale  | The assumed salary increase was changed from 3.00% to 4.00% per year.                      |
| 3. Trend rates   | The medical trend rate table was reset for Fiscal 2024.                                    |

## APPENDIX C - HEALTH CARE DEVELOPMENT

- |   |  |
|---|--|
| A. General Description                                | Benefits provided are pre-65 and post-65 medical, prescription drug and dental coverage to eligible retirees and their dependents.   |
| B. Plan Options                                       | Beginning September 1, 2009, medical and prescription drug coverage for actives and pre-65 retirees is self-insured. Beginning November 1, 2015, medical coverage for post-65 retirees in Blue Cross 65 Special and Medigap Plan F is self-insured. Post-65 Keystone 65 retiree medical coverage is fully-insured. Post-65 prescription drug coverage is self-insured. Dental coverage is fully-insured.   |
| C. Information Provided for Study                     | Premium-equivalent rates were provided.  |
| D. Analysis of Data                                   | Average ages and average costs were calculated for the group. The average costs that were calculated reflect the expected cost for the average plan design within the group and also reflect the average age.  |
| E. Determination of Starting Per Capita Medical Costs | <p>As represented to us, the premium rates charged to pre-65 retiree group are the same as the rates for the College's active health plans. As such, the premium-equivalent rates for the College are viewed as composite rates for the combined active groups. According to GASB 75, when an employer provides benefits to both active employees and retirees through the same plan, the benefits to retirees should be segregated and measured independently for actuarial measurement purposes. The projection of future retiree benefits should be based on claims costs, or age-adjusted premiums approximating claims costs, for retirees, in accordance with actuarial standards issued by the Actuarial Standards Board. The resulting "implicit rate subsidy", as defined in GASB 75, is the difference between the calculated claims cost and the cost upon which retiree contributions are determined (in this case, the premium-equivalent rates). Retiree premium-equivalent rates were estimated for the pre-65 retiree group as if they were rated on a stand-alone basis. The premium-equivalent rates being charged were adjusted to reflect a premium for a pre-65 retiree group only. The results were then disaggregated into age-specific starting costs based on average ages and assumptions on the relationships of costs and increasing age.</p> <p>Medical premium rates for post-65 retirees were provided and utilized for calculating the costs for this retiree population. It was assumed that the premium rates were representative of the average cost of benefits for post-65 retirees. The results were then disaggregated into age-specific starting costs based on average ages and assumptions on the relationships of costs and increasing age.</p> <p>Dental benefits are fully-insured. Since costs typically remain stable as a participant gets older, the dental premium was assumed to be representative of the cost of benefits.</p> |

# **APPENDIX D - GASB 75 SUMMARY FOR FISCAL 2024**

	<b>Total OPEB Liability</b>	<b>Plan Net Position</b>	<b>Net OPEB Liability (NOL)</b>	<b>NOL Discount Rate -1%</b>	<b>NOL Discount Rate +1%</b>	<b>NOL Trend - 1%</b>	<b>NOL Trend +1%</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>OPEB Expense</b>
A. Balance, June 30, 2022	148,665,760	0	148,665,760	173,148,948	128,998,741	127,104,655	175,834,586	10,184,884	(41,210,082)	
B. Changes for the year										
1. Service Cost	3,258,749		3,258,749							3,258,749
2. Interest Cost	5,515,241		5,515,241							5,515,241
3. Benefit Changes	0		0							0
4. Experience loss (gain)	5,405,508		5,405,508					3,603,672	0	1,801,836
5. Changes in assumptions	(4,514,755)		(4,514,755)					0	(3,009,837)	(1,504,918)
6. Contributions - Employer		4,919,987	(4,919,987)							
7. Contributions - Employee		0	0							0
8. Net Investment Income		0	0							
a. Expected Return on Investments										0
b. Investment (gain) loss expensed										0
c. Investment (gain) loss deferred								0	0	
9. Benefits paid including refunds	(4,919,987)	(4,919,987)	0							0
10. Administrative Expense		0	0							0
11. Other Changes		0	0							0
12. Amortization			0					(10,184,884)	26,432,461	(16,247,577)
13. Net Changes	4,744,756	0	4,744,756					(6,581,212)	23,422,624	
C. Balance, June 30, 2023	153,410,516	0	153,410,516	177,599,588	133,860,202	133,068,803	178,840,455	3,603,672	(17,787,458)	(7,176,669)

## **ATTACHMENT D**

### **Policy Update Memorandum**

**OFFICE OF THE GENERAL COUNSEL  
M E M O R A N D U M**

**TO:** Executive Committee of the Board of Trustees

**FROM:** Carolyn Flynn, General Counsel  
David Solomon, Associate General Counsel

**DATE:** August 14, 2024

**SUBJECT:** Policy Update for Joint Business Affairs Committee & Executive Committee Meeting (8/15)

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Below is a summary of the policies that were reviewed in 2023-2024 and the status of other policy reviews:

- 1) The College reviewed and updated the 11 policies listed below with brief descriptions.<sup>1</sup>

<b>Policy Name/Number</b>	<b>Description of Review</b>	<b>Policyholder</b>	<b>Approve By</b>
Disability and Pregnancy Accommodations Policy for Employees and Applicants (# 353)	Revised to add terms that comply with the Pregnant Workers Fairness Act.	Director of Diversity, Equity & Inclusion	General Counsel/ President
Narcan Administration Policy (#165)	This is a new policy that was drafted as part of the implementation of the College's Narcan Program at the College.	Director of Public Safety	Cabinet/President
Use of Small Unmanned Aircraft Policy (#166)	This is a new policy that establishes the minimum requirements for the use of small unmanned aircraft systems (sUAS)/ drones on the College's property in accordance with FAA regulations and PA law.	Director of Public Safety	Cabinet/President
Personal Automobile Mileage Reimbursement (#210)	Revised to update the IRS standard mileage rate applicable to auto mileage reimbursement.	AVP of Accounting/Controller	Cabinet/President
Course Scheduling Preference for Veteran Students (#16)	Reviewed and reaffirmed as is.	Director of Records and Registration	Cabinet/President
Remote Work Policy for Administrators and Confidential Employees (#265); Remote Work Policy for Classified	Updated the Remote Eligible Position language and Remote Work Assessment.	AVP of Human Resources	Cabinet/President

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<sup>1</sup> The Remote Work Policies are counted as one policy.

Employees (#266); Remote Work Policy for 12 Month Faculty (#267)			
Disability & Accessibility Policy for Students and Employees (TBD)	This is a new policy addressing the College's commitment to providing access to students and employees with disabilities and compliance with applicable laws related to the same.	Director of Diversity, Equity & Inclusion	Cabinet/President (Presented to Cabinet; awaiting formal approval by President)
Disposal of College Property (#205)	Reviewed and minor changes recommended, except BOT approval for items valued in excess of \$100,000 (instead of \$25,000).	AVP, AVP of Facilities and Construction Management	Ready for Executive Committee Review/Approval
Accounts Receivable Collection and Bad Debt Management Policy (#214)	Updated to include general language, instead of including specific procedure and processes which have changed over the years.	AVP of Accounting/Controller	Ready for Executive Committee Review/Approval
Policy Against Title IX Sexual Harassment (#361)	Substantive changes made to comply with new Title IX 2024 regulations.	Director of Diversity, Equity & Inclusion	General Counsel
Solicitation in Campus Facilities (#158)	Reviewed and minor non- substantive revisions recommended.	Director of Public Safety	Cabinet/President (Presented to Cabinet; awaiting formal approval President)

- 2) Two additional policies: Inclusion of Diverse Suppliers and Philadelphia Based Businesses in College Purchasing Activities (#216) and Parking Policy (#313) are anticipated to be ready for Executive Committee review in September 2024.
- 3) The following 5 policies are outstanding and should be completed in the Fall 2024 semester:
  - a. College Identification Card Policy (#160): Presented to Cabinet and additional revisions are being discussed.
  - b. Alcoholic Beverages Policy (#303): Currently under review by Cabinet members, including General Counsel.
  - c. Presence of Minors (Dependents Under the age of 18) on Campus Policy (#156): Approved by IWC, but additional revisions were requested by General Counsel.
  - d. Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program (#310): Under review by General Counsel.
  - e. Child Abuse Reporting Policy (#162): Proposed revisions were received by the Director of Public Safety and are being reviewed by General Counsel.
- 4) The following policies are included in the upcoming review schedule for 2024-2025:
  - a. Logo Usage Policy (NEW)
  - b. Records Management and Retention Policy (#313)
  - c. Policy Governing the Use and Duplication of Software (#305)
  - d. Acceptable Use Policy for Interactive Systems (#307)
  - e. Hardware and Software Support Policies on Campus (#309)
  - f. Identity Theft Detection and Prevention Policy (#312)

- g. Policy for Responsible Computing (#306)
  - h. Anti-Discrimination and Harassment Complaint Policy (#357)
  - i. Auditing of Courses (#1)
  - j. Policy on transfer Credit (12)
  - k. Credit by Examination (#7)
  - l. Academic and Time Amnesty (#10)
  - m. Expenditure Approval Requirements (#203)
  - n. Royalties and Other Compensation or Incentives Related to Selection of Course Materials (#218)
  - o. Posting on College Facilities (#159)
- 5) The following policies are on hold as they may be impacted by ongoing labor negotiations:
- a. Forgivable Loan Policy (#206)
  - b. Official Public and Special Holidays (#304)

## **ATTACHMENT E**

### **DISPOSAL OF COLLEGE PROPERTY**

## Memorandum #205 Disposal of College Property

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Original Date of Issue: April 14, 1975

Reissued: 93A - February 5, 1987

Revised: January 9, 1997, August 15, 2024

Approved By: \_\_\_\_\_

Policyholder: AVP, Facilities & Construction Management

The purpose of this policy memorandum is to set forth procedures to be followed in the disposal of physical assets which are deemed to be of no further usefulness to the College.

To facilitate the disposal of College property a panel will be established and consist of representatives from:

1. Office of Budgets and Financial Services;
2. Office of Facilities Management; and
3. Internal Auditor and/or Controller's Office.

In cases where the item being disposed of is under the control of one cost center, this panel will be joined by the budget administrator for that cost center. In other situations, if necessary, a representative from the Office of Purchasing and Services may also be required to join the panel.

The fixed asset disposal panel is charged with the responsibility of:

1. Developing and maintaining appropriate procedures for use by all College offices and departments to initiate proper disposal of surplus items;
2. Providing the Controller's Office with the description, location and appropriate documentation of the fixed asset for disposal or re-assignment. Any cost recovery from the disposal must also be submitted to the Controller's Office with the appropriate documentation;
3. If deemed appropriate, conducting sales of disposable items;
4. Maintaining, inventorying, and notifying staff of those surplus items which might be of use in other College offices/departments;
5. Once items have been physically removed from active use, developing operational procedures for appropriate storage and asset safe keeping until the asset disposal process is complete.
6. Ensuring that all federal and state environmental safety laws are followed throughout the asset disposal process;
7. Obtaining approval of the President for all disposals and Board of Trustees' approval for items with purchase prices in excess of \$100,000.

Once property has been identified and approved as appropriate for disposal by the panel, they will dispose of those items in the following order as appropriate:

1. Determine if surplus items can be used productively by another area of the College and, if so, reassign asset to new cost center.
2. For items which are determined to have no further use within the College, make available to interested parties, including students, staff, and the general public, through an appropriate process (e.g., silent auction);
3. Scrap or donate remaining items using, if required, an appropriate disposal vendor.

## **ATTACHMENT F**

### **Accounts Payable Receivable Collection And Bad Debt Management Policy**

# Memorandum #214 Accounts Receivable Collection and bad Debt Management Policy

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Date of Issuance: April 5, 2001

Revised Date of Issuance: February 5, 2009

Revised: August 15, 2024

Approved By: \_\_\_\_\_

Policyholder: AVP, Accounting and Controller

## I. Student Tuition

Tuition is due each semester prior to the start of classes and if accounts are not paid in full by published payment deadlines, the student schedules may be cancelled. The College offers several payment options including payment plans. Please visit the College's website for details on the payment options.

If payments are not received in full by November 25th for Fall and April 25th for Spring, the students will be prevented from registering for subsequent terms and the accounts may be referred to a collection agency or agencies for follow up. This may involve contacting (or attempts at contacting) the defaulters over a 45-day period.

Students not paid in full after initial follow-up by the agency will be assigned to a more aggressive level of collection efforts that may conclude in legal processes and credit reporting.

## II. Third Party Tuition Billings

Through various Divisions and Offices, the College enters into agreements with a broad range of business and industry clients that involve a variety of arrangements for the delivery of credit and non-credit instruction. Payment terms can range from standard tuition rates per student (employee) to a lump sum for the total activity. These arrangements routinely involve written agreements that include billing arrangements for tuition, fees and books. Individual student accounts are credited and a receivable is established with the business and industry client. Upon the completion of registration (and textbook and supplies arrangement), an invoice is issued to the client, which usually occurs mid-way through the instructional process, term or semester.

- All third party agreements are to include billing terms that either require payment upon receipt of College invoice or Net 30 payment term.
- Registration of students for subsequent semesters is contingent upon payment for the current term.
- If payment is not received by the end of the academic year, every effort shall be made to resolve and collect the outstanding balance.

- Accounts associated with past due balances will be referred to a collection agency or agencies for collection.

### III. Employee Computer Loan Program

As part of the College's staff development initiative, a computer loan program is offered to College employees who are able to purchase computers for the home. In the event an employee separates from the College, payment of outstanding balances will be accelerated through unused vacation, cash payment or a new payment agreement not to exceed one year. Accounts that are 30 days past due may be referred to third party collection agency or agencies.

### IV. Forgivable Loan Program

Repayments of loans not forgiven shall follow procedures consistent with Memorandum #206 Forgivable Loan Policy. Accounts that are past due may be forwarded to a third-party collection agency.

### V. Other Vendor Receivables

The College will engage in other program-related activities that include accounts receivable relationships.

- Repayments shall be per agreement. In the absence of an agreement, payment will be due upon receipt of invoice.
- If payment is not received by the end of the academic year, relationship with the client may be suspended.
- Accounts associated with suspended relationships may be referred to an outside collection agency or agencies for aggressive collection.

### VII. Bad Debt Write-off

When accounts go unpaid after exercising all due diligence, the receivable will be written off as uncollectable.

- Individual accounts with balances of \$10,000 or greater require Board of Trustee approval prior to write-off.
- In any event when an individual account balance of \$100,000 or more becomes 90 days past due, the Board of Trustees must be notified.

**Community College of Philadelphia  
Workforce Subcommittee Meeting**

**August 21, 2024 (3:00-4:00pm)  
Room C3-5 (Hybrid)  
Minutes**

Present: Ms. Sheila Ireland, Presiding: Dr. Donald Generals, Dr. Alycia Marshall, Dr. Judith Gay, Ms. Sara Hill, Dr. Dave Thomas, Mr. Ron Sizer, Dr. Darren Lipscomb, Ms. Theresa Neal, Dr. Linda Powell, Mr. Derrick Sawyer, Ms. Jasmine Sessoms, Dr. April Voltz, Ms. Ayanna Washington, Dr. Mellissia Zanjani, Ms. Peggy Dugan, Dr. Patience Lehman, Dr. Nicole Rayfield, Dr. Shannon Rooney, Mr. Joshua Howard (student)

**Opening Remarks:**

Chair Sheila Ireland called the meeting to order and asked for approval of the minutes from the previous Workforce Subcommittee meeting of May 22, 2024. The minutes were approved.

Dr. Generals spoke to some of the challenges regarding moving forward in the long term with Workforce. He spoke about the challenges of finding instructors, not just at CCP but everywhere in Career Technical Education. The short-term plan is to strengthen our ability to build capacity by way of offering classes connected to viable instructors and teachers, and overall, begin to build as much capacity as we can.

Dr. Marshall spoke of leadership changes. She shared that Dr. Linda Powell has stepped into the role of Associate Provost for Academic Affairs and Workforce Development following the departure of Dr. Gray. Dr. Nicole Rayfield is serving as the Interim Dean of Business and Technology.

Chair Ireland asked how many vacancies we have in CTE program faculty. Dr. Generals stated that the most urgent need is for CNA and Medical Assistant instructors. We just hired someone for Surgical Tech, and 2 new faculty were hired in Automotive Technology. We will be hiring someone in the future for the digital space. Chair Ireland asked if we were competitive on salaries; Dr. Generals responded saying yes. In a technical field for example, like welding, welders can make \$150,000 a year with overtime.

**Workforce Programming Updates**

Ron Sizer spoke about the CATC Advanced Manufacturing programs. He shared that he recently posted a social media recruitment video that had over 15k views and helped bring 52 students to the open house. An additional 50-plus students have reached out, toured and shown interest after the open house. Self Inc. will register 15 students in welding between fall '24 and Spring '25, using funds from their William Penn Foundation for tuition.

CNC had 7 students graduate in Spring '24. 29 students have chosen to register for CNC Machining for Fall '24. CATC recruiters are currently filling 15 seats and placing the other 14 on the waitlist for Winter and Spring classes.

Dr. Nicole Rayfield spoke about the Toyota T-TEN Program. She also talked about the open house attendees, which included:

- 13 Auto Tech
- 6 Med./Heavy Truck
- 14 T-Ten

New students who registered:

- 40 Auto Tech
- 14 Med./Heavy Truck
- 17 T-Ten

Dr. Rayfield talked about the T-Ten Program, which is considered the gold standard in factory automation training. There are 37 sites in the United States, and the 37<sup>th</sup> is the one initiated this last April at the CATC. This is a very competitive and salary-based program, enabling students to make between \$75,000-\$140,000. Students come out of the program industry-ready.

Dr. Rayfield then introduced Mr. Joshua Rule, a student in the T-Ten Program. Mr. Rule spoke of how he was introduced to and subsequently enrolled into the program. He also spoke of how CCP's program has given him an advantage regarding employment, because he has 7 ASE certifications, which other programs' graduates do not have. Finally, Mr. Rule spoke about how CCP enabled him to save on tuition, and how the personal touch of the CATC faculty made a significant impact on him. Once he completes the program, he will be moving on to Rowan University to further his studies.

Ms. Peggy Dugan spoke about Contract Training. Ms. Dugan stated that we are working with the City OHR on their upskilling project. We are in the middle of the project's first cohort, which a cohort of 10 for the Streets Department. We are also working with the Department of Aviation, which will bring in \$17,200 for the first two cohorts, with the potential of up to \$30,000. We are working with the Naval Surface Warfare Center and are contracted to deliver a customized Electromechanical program, which currently has 5 students. We are working with the U.S. Mint to run a customized version of our CNC Program. The Samuel Staten Sr. Pre-Apprenticeship Program is an ongoing partnership to provide CASAS pre- and post-testing and a 24-hour Advanced Manufacturing Core Math Skills class. We have served over 100 individuals with a contract of \$50,000.

Dr. Linda Powell spoke about the Paraprofessional Program, a new program with the School District. It is a grant-based program. This is a teachers' education pipeline and a new opportunity because it will allow career training and re-skilling for populations that are already working in the School District to a more advanced standing.

The Credible Messenger Academy is with the City of Philadelphia and is directed towards violence prevention. CCP will sub-contract with a ROCA, which is out of Baltimore, to deliver the programming. We will be sharing accountability and responsibility to aid in the training and understanding of City workers on strategies related to mediation and violence prevention. There are three cohorts planned.

Dr. Marshall gave a brief update on the Google Certificates. We have 15 students enrolled in cohort 1 and expect cohort 2 to begin November 18, 2024. The courses for cohort two include:

- Project Management (newly added)

- Digital Marketing & E-Commerce
- Cybersecurity
- Data Analytics
- IT Support

Dr. April Voltz spoke about the College's EDL (Education Design Lab) program. The College is in a partnership with EDL to supply technical knowledge and assistance in specialized programming through the development of micropathways. We have two programs under EDL:

- Electro Mechanical Technician (EMT) – Half of the students in the cohort have found employment.
- Computer Support Specialist – This will be offered as part of the City Municipal College offerings this fall. We are also offering internships with the City in this program.

We have connected with Career Connections to provide a Handshake presentation so that our students are prepared for interviewing and landing jobs by the end of the course.

### **Enrollment and Outreach Updates**

Dr. Shannon Rooney started with enrollment initiatives. CCP has awarded over \$200,000 in scholarships through the end of June. We are streamlining and centralizing the way we take in student inquiries, and that means we can now use marketing automation for how we communicate with students.

Dr. Rooney also spoke about community engagement and that we want to make sure that CATC and our non-credit offerings are highlighted and information about these programs are shared broadly. Other community engagement events include:

- Girls Auto Clinic community care workshops
- Expungement Clinic at CATC with the City of Philadelphia
- Workshop U Programming
- West Philadelphia BOLT program
- Councilman Isaiah Thomas' Teachers Forum
- Restoring Youth through Supports and Employment (RYSE) juvenile justice quarterly convenings

Dr. Rooney next spoke about ongoing marketing items:

- New signage and landscape at the West Regional Center
- Media coverage, including *Billy Penn*, *The Philadelphia Tribune*, student profiles on ccp.edu, and workforce coverage with PA Commission for Community College
- Regular alignment meetings with workforce and CATC for targeted outreach
- Promotion of noncredit programs in Google by keywords
- Promotion of enrollment events
- Employer outreach for the auto tech apprenticeship program; website landing page, outreach to auto dealerships
- Promoted Transportation Technologies Open House events in June
- New branded items and merchandise

### **Jr. STEM Academy Summer Camp**

Dr. Dave Thomas talked about the Jr. STEM Academy:

- Total number of campers in summer 2024: 52 (6th-8th graders, ages 11-13)
- K-12 partner schools: Science Leadership Academy, Locke Elementary, Lea Elementary, Anderson Elementary, Houston Elementary, Discovery Charter, Global Leadership Academy, Harambee Institute, Math Science & Technology Charter (MaST), Germantown Friends, Richardson Middle, Reach Cyber Charter, Springside, Ad Prima, Russell Byers Charter

Camp Offerings:

- Audio Visual Technology
- Drones
- Robotic Engineering
- 3D Printing

Dr. Thomas stated that the dollars to operate our Jr. STEM Academy Summer Camp were all covered by our PBI grant, as well as Institutional Advancement funding.

### **Early Pipeline Workforce Pathways**

Ms. Sara Hill spoke about pre-apprenticeships for high school students, apprenticeships, and school-to-work programs:

#### **Ready to Weld – Industrial Welding Pre-Apprenticeship**

Enrollment – 2023-2024

- 57 students

Projected Enrollment – 2024-2025

- 64 students

Workforce Outcomes

- 3 students were hired (2 by Holtec, 1 by Rhoads)

#### **Learn to Earn Early Childhood Ed Apprenticeship**

Enrollment – 2023-2024

- 32 students

Projected Enrollment – 2024-2025

- 60 students

Workforce Outcomes

- 2 students moved to B.S. level apprenticeship at Arcadia University

#### **Advanced Manufacturing Pipelines (School-to-Work Grant)**

Enrollment – 2023-2024

- 91 students

Projected Enrollment – 2024-2025

- 30 students

Workforce Outcomes

- 7 students earned NC3 “Intro to Mechatronics” certifications

**Advanced Manufacturing Pathways (ABA Grant – Year 1)**

Projected Enrollment – 2024-2025

- 45 students

**Career Readiness in IT Pre-Apprenticeship**

Enrollment - 2023-2024

- 86 students

Projected Enrollment – 2024-2025

- 150 students

**Industrial Maintenance Mechanic Pre-Apprenticeship (ABA Grant)**

Enrollment – 2023-2024

- 12 students

Projected Enrollment – 2024-2025

- 15 students

**Auto Tech Apprenticeship**

Enrollment – 2023-2024

- 2 students (1st official apprentices upon registration)

Projected Enrollment – 2024-2025

- 23 more students as apprentices (over 2 years)

**Workforce Outcomes**

- 2 employers signed as apprenticeship employer partners
- 2 students hired

**City College for Municipal Employment Update**

Dr. Patience Lehman spoke about the CCME in partnership with Mayor Parker's team.

- First-in-the-region partnership with CCP, School District of Philadelphia, and Philadelphia Works
- CCME will train and educate Philadelphians to work and serve in critical areas of City government with good-paying jobs, health care, and retirement benefits
- CCP as lead educational partner
- Targeted launch: October 2024

Phase 1: Focus on new and existing CCP Students – roughly 75 participants.

Phase 2: Expand participant pool to include a focus on additional new students and upskilling City employees – roughly 150 participants.

Phase 3: Build on existing dual enrollment and School-to-Work programs and conduct ongoing assessment.

**The meeting adjourned at 4:05 pm.**

COMMUNITY COLLEGE OF PHILADELPHIA  
Proceedings of the Meeting of the Board of Trustees  
Thursday, June 6, 2024 – 3:00 p.m.  
Isadore A. Shrager Boardroom, Room M2-1/Hybrid

Present: Ms. Rosalyn McPherson, presiding: Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Harold T. Epps, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Mindy Posoff, Mr. Michael Soileau, Mrs. Dominique Ward, Mr. Jeremiah White, Dr. Donald Generals, Ms. Josephine Di Gregorio, Mr. Eapen, Dr. David Thomas, Dr. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Ms. Jasmine Sessoms, Dr. Shannon Rooney, Dr. Alycia Marshall, Ms. Carolyn Flynn. Dr. Vance Gray, and Dr. Seth Jacobson

(1) Executive Session

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

(2) Meeting Called to Order

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

(3) Introduction of New Trustees

On behalf of the Board of Trustees, Ms. McPherson welcomed two new members of the Board: Ms. Keola Harrington, Chief Financial Officer, The Philadelphia Parking Authority, and Mr. Michael Cooper, Head of Institutional Relations and Communications, Leonardo Helicopters (U.S.). Ms. Harrington stated that as a former student of Community College of Philadelphia, she was happy to serve as a member of the Board of Trustees. Mr. Cooper thanked the Board for the opportunity, and looked forward to working with them.

(4) Recognition of Service for Exiting Trustee Ronald Bradley

Ms. McPherson read a Resolution of Appreciation (**Attachment A**) for exiting Trustee, Ronald Bradley. On behalf of the Board of Trustees, Ms. McPherson thanked Mr. Bradley for his service and incredible support of the College and student success.

Mr. Bradley thanked members of the Board for the recognition. He stated that he has always been an advocate for community colleges having begun his educational journey at a community college. Mr. Bradley stated that it has been a pleasure for him to serve on the Board and wished the College continued success.

(5) Public Comment

The following individuals provided Public Comment at the June 6, 2024 Board meeting:

- Frank Scales, student and incoming Student Government Association President, spoke on student representation on the Board of Trustees.
- William Marmol, Catto student, voiced his support for the Student Government Association's proposals and student representation on the Board of Trustees.
- Jaritsa Hernandez-Orsini, student and 2<sup>st</sup> Vice President of Student Government Association, spoke on the need for student representation on the Board of Trustees.
- Abdul Al-Hourani, student, spoke on the need for Student Government representation on the Board of Trustees.

(6) Report of the President

Dr. Generals thanked the students for attending the Board meeting.

(a) Governor's Plan for Higher Education

Dr. Generals reported that the Governor's plan to create a system of community colleges and the PASSHE schools has changed. He stated that the Governor is now planning to create a coordinating council.

At the request of Dr. Generals, Representative Cephas stated that the legislation was drafted as of yesterday. She stated that the Board of Trustees should provide a list of things that we would like to see changed in the legislation.

Dr. Generals stated that he will keep the Board informed on this issue.

(b) Municipal College Update

Dr. Generals provided an update on the creation of the Municipal College. He stated that Dr. Thomas and Ms. Sessoms will be working with the Mayor's team on this project.

Dr. Generals stated that the City has a number of job vacancies and that the goal is to create a pilot by August of 2 to 3 different programs that the College is able to offer. Dr. Generals stated that this project will allow city employees to move into better jobs. Dr. Generals stated Ms. Carol de Fries is the Executive Director for the Municipal College. He stated that the College is partnering with the School District of Philadelphia.

Dr. Generals stated that this initiative is a work in progress and that he will continue to keep the Board updated on the project.

(c) Enrollment Update

Dr. Lipscomb provided an update on enrollment (**Attachment B**). He noted the following:

- Summer I 2024 enrollment is up 13% in headcount and 16% in credit count.
- Summer II 2024 enrollment is up 15% in headcount and 19% in credit count.
- Fall enrollment 2024 is up 3% in headcount and 5% in credit count.

Dr. Lipscomb stated that 69 non-credit courses are currently scheduled to start during the summer. Three non-credit courses are currently scheduled to start during the fall.

Dr. Lipscomb reviewed and discussed year-over-year enrollment by term as well as fall 2024 enrollment by major.

(d) Update on Jr. STEM Academy

Dr. Thomas provided an update on the Jr. STEM Academy Summer Camps scheduled July 1 through August 2, 2024 at the CATC. He stated that the total number of middle school campers is 58 (55 average weekly attendance). Dr. Thomas stated that five different camp tracks are scheduled, namely Robotic Engineering and Coding, Drones, 3D Printing, Audio/Visual Technology, and Transportation Technology.

(e) Update on Google

At the request of Dr. Generals, Dr. Gray provided an update on the Google Career Certificates (**Attachment B**). He stated that in Phase I, 32 students registered in non-credit programs. Dr. Gray stated that he was working on Phase II of the Google certifications project.

(f) Catto Update

Dr. Jacobson provided an update of the Catto Scholarship program (**Attachment C**). Dr. Jacobson provided an overview of the scholarship as well as enrollment, majors, race/ethnicity, and outcomes.

(g) Foundation Report

Dr. Zanjani called attention to the Report on Grants and Gifts which was included in the Board materials for the meeting. She stated that the report reflects the period of July 1, 2023 – April 30, 2024. Dr. Zanjani stated that for public/governmental fundraising, \$4,361,868 has

been raised from public sources. For private/philanthropic fundraising, a total of \$3,120,366 has been raised.

At the request of Dr. Zanjani, Dr. Waller reported that the Foundation has raised \$533,438, which is 71% toward a goal of \$750,000 for the Black and Gold Gala scheduled for June 13, 2024.

Dr. Waller reported on the following alumni association activities:

- The reception for alumni and the class of 2024 held on May 8, 2024.
- The group of alumni who volunteered for a day of service at MANNA in April in honor of National Volunteer Month. The volunteers prepared meals for Philadelphians living with serious illnesses.
- Supported and participated in various events for graduates leading up to Commencement, including the 1<sup>st</sup> Annual Latine Graduation dinner, the Grad Fair and more.

Dr. Waller reported that the friendly competition between the two Boards continues. As of June 5, 2024, 60% of the Foundation Board of Directors and 62% of the College Board of Trustees have made a gift.

#### (7) Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on May 15, 2024. She stated that the Committee reviewed two programs: The Diagnostic Medical Imaging Associate in Applied Science and the Theater Associate in Arts.

Ms. Fulmore-Townsend stated that the Committee discussed the Diagnostic Medical Imaging Program review. She stated that the program has had a 100% passing rate for the past 5 years, and that the average salary for DMI students is \$70,000. Ms. Fulmore-Townsend stated that the Committee discussed the racial disparities in the program. She stated that there is a high percentage of white females in the DMI program, compared to the College's average, and a disproportionately lower percentage for Black females compared to the College's average. Ms. Fulmore-Townsend stated that the disparity is a systemic issue and that staff are committed to addressing the racial gap.

Ms. Fulmore-Townsend reported that the Theater Associate in Arts program is strong and has rebounded since the pandemic due to the leadership of Quinn Eli, Theater Curriculum Coordinator. Ms. Fulmore-Townsend stated that the curriculum takes an interdisciplinary approach to train theater students by providing learning experiences across disciplines, and to develop holistic skill sets from business and technology to music and the arts. Ms. Fulmore-

Townsend stated that Mr. Eli said how proud he is of the work students have done on the school's latest performance, *Glass Slippers*.

Ms. Fulmore-Townsend stated that the Committee approved both the Diagnostic Medical Imaging Associate in Applied Science Program and the Theater Associate in Arts Program for another 5 years. She stated that both of the program reviews are part of the Consent Agenda for Board approval.

(8) Promotions

Dr. Marshall reported that ten faculty members have been recommended for promotion, 6 from Assistant to Associate Professor and 4 from Associate to Full Professor. Dr. Marshall stated that the faculty who are recommended for promotion were present at the meeting. Dr. Marshall introduced the faculty:

**Assistant to Associate Professor**

Ms. Linda Gerz  
Mr. Brian Goedde  
Mr. Michael Krasulski  
Ms. Ilze Nix  
Dr. Jennifer Tront  
Dr. Nichole Webster

**Associate to Full Professor**

Ms. Kara Crombie  
Mr. Paul Geissinger  
Dr. Lisa Johnson  
Dr. Amy Lewis

Dr. Marshall stated that she was very proud of the faculty and their accomplishments. She stated that the promotions are part of the Consent Agenda for Board approval.

On behalf of the Board of Trustees, Ms. McPherson congratulated the faculty on their promotions.

(9) Business Affairs Committee

Mr. Soileau reported that the Business Affairs Committee met on May 15, 2024. He stated that the Committee approved several items which are part of the Consent Agenda. Mr. Soileau stated that the Committee also discussed the College's budget.

(10) Workforce Subcommittee

Ms. Ireland reported that the Workforce Subcommittee met on May 22, 2024.

Ms. Ireland reported that staff provided an overview of the data on CATC including the number of seats available, the return on investment, plans to address general education, weekend/evening programs, increasing the number of computer training, and opportunity for growth.

(11) Consent Agenda

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

- (a) Promotions
- (b) Proceedings and Minutes of Decisions and Resolutions  
Meeting of May 2, 2024
- (c) Gifts and Grants
- (d) Theater Associate in Arts Program Review
- (e) Digital Medical Imaging Associate in Applied Science Program Review
- (f) Construction for Winnet Project
- (g) Bonnell Skylights
- (h) Grant Thornton Amendments

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

(12) Report of the Chair

(a) Passing of Emeritus Trustee James R. Roebuck, Jr.

Ms. McPherson reported that Emeritus Trustee James R. Roebuck, Jr. passed away on May 16, 2024. Representative Roebuck served on the Board of Trustees for 29 years, and was a strong advocate for quality public education, and a commitment to students and student success. Representative Roebuck served as Vice Chair of the Board and as a member of the Executive and Student Outcomes Committees. Ms. McPherson stated that Representative Roebuck represented the 188<sup>th</sup> Legislative District in West Philadelphia for 35 years.

Members of the Board expressed their heartfelt sympathy on the passing of Representative Roebuck.

(b) Finalize Slate for Election of Board Officers

Mr. Clancy reported that the final slate for Board Officers is the following:

Harold T. Epps	Chair
Roz McPherson	Vice Chair
Mindy Posoff	Vice Chair
Dominique Ward	Secretary

Mr. Clancy stated that approval of the slate of Board Officers will take place at the September 5, 2024 Board meeting.

(c) Black and Gold Gala

Members of the Board were reminded about the Black and Gold Gala scheduled for Thursday, June 13, 2024 at Vie.

(d) Summer Executive Committee Meetings

Since the Board does not meet in July and August, Mr. Epps requested that an Executive Committee meeting be scheduled in July and August.

(e) ACCT 2024 Leadership Congress, October 23-26, 2024  
Seattle, Washington

The Board was reminded of the Association of Community College Trustees Leadership Congress (ACCT) which is scheduled October 23-26, 2024 in Seattle, Washington. Members of the Board interested in attending may contact the President's Office for meeting arrangements.

(13) Old Business

There was no old business discussed.

(14) New Business

Dr. Generals congratulated the following staff members on their accomplishments:

- Ms. Jasmine Sessoms on receiving the Salvation Army of Greater Philadelphia "Doing the Most Good Award."
- Dr. Shannon Rooney on being selected by *City and State* as a 2024 Trailblazer in Higher Education.
- Dr. Seth Jacobson on being selected by the *Philadelphia Business Journal* as an honoree for 40 under 40.

Members of the Board congratulated staff on their recognition.

Dr. Generals reported that Dr. Joan Bush, Dean of Educational Support Services, will be retiring at the end of the month. Dr. Generals and the Board thanked Dr. Bush for her outstanding service to the College and students.

Dr. Thomas introduced Dr. Patience Lehrman, newly appointed Associate Vice President, Adult and Community Education and Special Projects. Members of the Board welcomed Dr. Lehrman.

(15) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 5, 2024 at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1/Hybrid.

The meeting adjourned at 4:35 p.m.

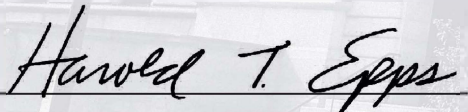
The Board reconvened in Executive session for a discussion of personnel matters.

## *Resolution of Appreciation*

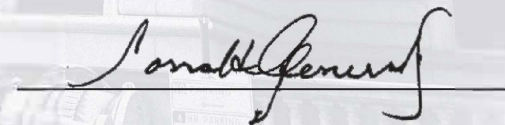
### COMMUNITY COLLEGE OF PHILADELPHIA PHILADELPHIA, PENNSYLVANIA

This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on June 6, 2024.

- WHEREAS, Ronald Bradley has been a member of the Board of Trustees of Community College of Philadelphia for 4 years
- WHEREAS, Mr. Bradley, a former community college student, has sought to advocate, encourage, support, and assist in providing quality education for the City of Philadelphia;
- WHEREAS, Mr. Bradley's community college education played a critical role in his career path and his career;
- WHEREAS, Mr. Bradley brought invaluable insights to Committee and Board deliberations as a member of the Business Affairs Committee and the Subcommittee on Workforce;
- WHEREAS, Mr. Bradley brought important expertise to the College based on his professional background, which was greatly valued by Trustees and members of the College administration;
- WHEREAS, Mr. Bradley is an honored, esteemed, and respected colleague and is recognized for his outstanding service as a member of the Board of Trustees;
- BE IT RESOLVED, that the President and members of the Board of Trustees of Community College of Philadelphia express their deepest appreciation to Ronald Bradley for his outstanding support, service, and dedication to Community College of Philadelphia, the City of Philadelphia, and its citizens.



HAROLD T. EPPS, CHAIR



DONALD GUY GENERALS, ED.D., PRESIDENT

# Enrollment Report (June 5, 2024) ATTACHMENT B

## Executive Summary

- Summer I 2024 enrollment remains up 13 percent in headcount and 16 percent in credit count.
- Summer II 2024 enrollment is up 15 percent in headcount and 19 percent in credit count.
- Fall 2024 enrollment is up three percent in headcount and five percent in credit count.
- Sixty-six non-credit courses (92 sections) are currently scheduled to start during the summer. Three non-credit courses (13 sections) are currently scheduled to start during the fall.
- Approximately 200 students registered for fall classes during last week's open enrollment event at Main Campus.
- The next open enrollment events are scheduled to take place today (June 5) at the Northeast Regional Center and on Thursday, June 13 at Main Campus.

## Year over Year by Term

### Summer I 2024 (source: Tableau, Summer I, Five-Year Enrollment Management Dashboard)

- Headcount for the Summer I 2024 remains up 13 percent year-over-year (current year: 4,328 students | last year: 3,834 students). \*\*segments below include students enrolled at multiple campuses and/or a combination of online and in-person courses\*\*
  - o Northeast Regional Center headcount remains up 32 percent year-over-year (current year: 128 students | last year: 97 students).
  - o West/CATC headcount remains up 176 percent year-over-year (current year: 47 students | last year: 17 students).
  - o Distance learning (online) headcount remains up 12 percent year-over-year (current year: 3,314 students | last year: 2,946 students).
- Credit count for Summer I 2024 remains up 16 percent (current year: 20,156 | last year: 17,413 credits). \*\*segments below include students enrolled at multiple campuses and/or a combination of online and in-person courses\*\*
  - o Northeast Regional Center credit count remains up 27 percent year-over-year (current year: 517 credits | last year: 406 credits).
  - o West/CATC credit count remains up 216 percent year-over-year (current year: 215 credits | last year: 68 credits).
  - o Distance learning (online) credit count remains up 14 percent (current year: 15,009 credits | last year: 13,151 credits).
- Summer I headcount among returning students is up 11 percent (current year: 3,624 students | last year: 3,257 students).
- Summer I headcount among new students is up 22 percent (current year: 704 students | last year: 577 students)

# Enrollment Report (June 5, 2024)

## Summer II 2024 (source: Tableau, Summer II, Five-Year Enrollment Management Dashboard)

- Headcount for the Summer II 2024 remains up 14 percent year-over-year (current year: 3,907 students | last year: 3,413 students). \*\*segments below include students enrolled at multiple campuses and/or a combination of online and in-person courses\*\*
  - o Northeast Regional center headcount is down two percent year-over-year (current year: 166 students | last year: 169 students).
  - o West/CATC headcount remains down 10 percent year-over-year (current year: 26 students | last year: 29 students).
  - o Distance learning (online) headcount is up 15 percent year-over-year (current year: 3,129 students | last year: 2,730 students).
- Credit count for Summer II 2024 is up 19 percent (current year: 17,709 | last year: 14,934 credits). \*\*segments below include students enrolled at multiple campuses and/or a combination of online and in-person courses\*\*
  - o Northeast Regional center credit count is down two percent year-over-year (current year: 685 credits | last year: 697 credits).
  - o West/CATC credit count remains down 10 percent year-over-year (current year: 96 credits | last year: 107 credits).
  - o Distance learning (online) credit count remains up 19 percent (current year: 13,758 credits | last year: 11,559 credits).
- Summer II headcount among returning students remains up seven percent (current year: 3,086 students | last year: 2,882 students).
- Summer II headcount among new students is up 55 percent (current year: 821 students | last year: 531 students)

## Fall 2024 (source: Tableau, Fall, Five-Year Enrollment Management Dashboard)

- Fall headcount is up three percent year-over-year (current year: 4,876 students | last year: 4,728 students). \*\*segments below include students enrolled at multiple campuses and/or a combination of online and in-person courses\*\*
  - o Northeast Regional center headcount is up 12 percent year-over-year (current year: 577 students | last year: 514 students).
  - o West/CATC headcount is up eight percent year-over-year (current year: 81 students | last year: 75 students).
  - o Distance learning (online) headcount is down one percent year-over-year (current year: 2,886 students | last year: 2,908 students).
- Fall credit count is up five percent (current year: 46,358 | last year: 44,028 credits). \*\*segments below include students enrolled at multiple campuses and/or a combination of online and in-person courses\*\*
  - o Northeast Regional center credit count is up 26 percent year-over-year (current year: 3,866 credits | last year: 3,062 credits).
  - o West/CATC credit count is up five percent year-over-year (current year: 449 credits | last year: 426 credits).
  - o Distance learning (online) credit count is down four percent (current year: 18,089 credits | last year: 18,890 credits).

# Enrollment Report (June 5, 2024)

- Fall headcount among returning students is down two percent (current year: 4,103 students | last year: 4,170 students).
- Fall headcount among new students is up 39 percent (current year: 773 students | last year: 558 students). \*\*excludes previous applicants that did not enroll\*\*
- **High performing programs** (currently experiencing an increase of five or more students that equates to a change of at least five percent): Applied Engineering Technology (+90%); Automotive Technology (+25.8%); Biological Sciences (+6.9%); Biomedical Equipment Technology (+266.6%); Cybersecurity (+27.8%); Entrepreneurship & Innovation PC (+125%); Interior Design (+20%); Liberal Arts (+26.6%); Nursing (+8.8%); Respiratory Care Technology (+300%); Tourism and Hospitality Management (+100%)
- **Programs experiencing significant decline** (currently experiencing a decline of five or more students that equates to a change of at least five percent): Accounting (-21.3%); Business – General (-10.1%); Communication Studies Program (-30.2%); Computer Science (-14.1%); Criminal Justice (-23.2%); Cybersecurity I PC (-60%); Dental Hygiene (-33.3%); English (-13.5%); Health Services Management (-22.2%); Human Services Certificate (-61.5%); Psychology (-6.8%); Public Health (-17.8%)

## Registrations by College/Division – Fall 2024

(source: Tableau, Fall Five-Year Enrollment Management Dashboard)

	202340 as of 6/6/23				202440 as of 6/4/24			
College/ Division	New HC	Cont. HC	Total HC	Total CC	New HC	Cont. HC	Total HC	Total CC
No College	74	136	210	1,263	169 (+128%)	163 (+20%)	332 (+58%)	2,409 (+91%)
Business & Tech	135	895	1,030	10,477	160 (+19%)	855 (-4%)	1,015 (-1%)	10,627 (+1%)
Liberal Studies	153	1,399	1,552	14,818	188 (+23%)	1,387 (-1%)	1,575 (+1%)	15,589 (+5%)
MSHC	196	1,740	1,936	17,470	256 (+31%)	1,698 (-2%)	1,954 (+1%)	17,733 (+2%)
Total	558	4,170	4,728	44,028	773 (+39%)	4,103 (-2%)	4,876 (+3%)	46,358 (+5%)

# Enrollment Report (June 5, 2024)

## Year-Over-Year New Student Enrollment

(sources: Tableau, Summer 2024 Admissions Funnel, and Fall 2024 Admissions Funnel)

**\*\*does not include non-enrolled applicants from prior terms\*\***

### Summer 2024

Summer 2023 as of 2023-06-06			Summer 2024 as of 2024-06-04		
Applications	Accepted	Enrolled	Applications	Accepted	Enrolled
7,359	3,332	1,100	8,833	4,235	1,508

#### Key points:

- Summer applications are up 20 percent (current year: 8,833 applications | last year: 7,359 applications). The biggest influx in applications continues to be centered on new first-time degree- and certificate-seeking students between the ages of 14 and 20 years old at a 115 percent year-over-year increase.
- Acceptances are currently up 27.1 percent (current year: 4,235 students | last year: 3,332 students).
- Summer enrollment among new students remains up 37 percent (current year: 1,508 students | last year: 1,100 students).
- Yield to enrollment currently stands at 17 percent versus 14.9 percent at the same point in time last year.

### Fall 2024

Fall 2023 as of 2023-06-06			Fall 2024 as of 2024-06-04		
Applications	Accepted	Enrolled	Applications	Accepted	Enrolled
11,510	2,160	598	10,975	2,588	899

#### Key points:

- Fall 2024 applications are currently down 4.6 percent (current year: 10,975 applications | last year: 11,510 applications); down as much as 20 percent at the start of the application cycle.
- Acceptances are currently up 19.8 percent (current year: 2,588 students | last year: 2,160 students). Yield to acceptance currently stands at 23.5 percent compared to 18.7 percent at the same point in time last year.
- Fall enrollments among new students are currently up 50.3 percent (current year: 899 students | last year: 598 students). Yield to enrollment currently stands at 8.1 percent compared to 5.1 percent at the same point in time last year. This figure will continue to improve as we approach the start of the term. **\*\*includes previous applicants that did not enroll\*\***
- There are currently 464 incoming students that have placed into developmental math but have not yet registered for fall classes.
- There are currently 537 incoming students that have placed into developmental English (64 in ESL) but have not yet registered for fall classes.

# Enrollment Report (June 5, 2024)

## Accepted Student - English Placement

	Enrollment Status	
	Yes	No
ESLP	30	64
Level 2	96	217
Level 3	1	
Level 4	132	256
Level 5	1	2
Level 6	141	252
Eng Waived		1
No Engl Plcmt	1	17
ABEP		9
Grand Total	402	818

## Accepted Student - Math Placement

	Enrollment Status	
	Yes	No
M016		2
M017		1
M019	34	64
M020	192	397
M118	75	179
M161	75	137
M162	13	10
M171	11	6
No Math Plcmt	2	22
Grand Total	402	818

## Course offerings

### Fall 2024 Summary by Modality (source: Tableau, Course Fall Section Availability Dashboard)

- At current, 7.5 percent of all fall sections are filled (159 of 2,120 total sections)
  - 5.3 percent of all fall sections were filled as of May 23.
  - 11 sections added over the last two weeks.
- In-person sections are filling at a higher rate than online sections
  - At current, 8.2 percent of in-person courses are filled (124 of 1,494 sections).
  - At current, 5.5 percent of online courses are filled (35 of 626 sections).
  - In-person sections make up 70.4 percent of all sections being offered in the spring (1,494 of 2,120 sections).

### Total Number of Sections

		202440	
Sections Full	In Person	124	6%
	Online	35	2%
Sections Remaining	In Person	1,370	65%
	Online	591	28%
Grand Total		2,120	100%

## Non-Credit/Credit-Free Enrollment (source: Tableau, Noncredit Master Schedule)

\*\*Reflects course registration via Destiny One and Banner\*\*

### Summer Non-credit Enrollment Summary

- Sixty-six non-credit courses (92 sections) are currently scheduled to start during the summer (start dates through August 15). In summer 2023, there were 73 courses (105 sections) that started between May 15 and August 21.

## Enrollment Report (June 5, 2024)

- There are currently 936 seats filled and 2,447 total seats available (38.2 percent fill rate). In summer 2023, 1,070 of the 2,101 total available seats were filled (50.9 percent fill rate).
- The non-credit courses with the highest fill rates are the Patient Treatment Clinical Exam (86%), ESL I (84%), Nurse's Aide Training Program (80%), and American Idioms (80%),
- ESL courses have the highest enrollment numbers with a total of 219 seats filled. \*\*Includes ESL Tutorial\*\*

### Fall Non-credit Enrollment Summary

- There are currently three non-credit courses (13 sections) scheduled to start during the fall, including 10 sections of ESL. In fall 2023, there were 55 courses (116 sections) that started between September 5 and December 18.
- There are currently 103 seats filled and 265 total seats available (38.8 percent fill rate). In fall 2023, 1,767 of the 3,028 total available seats were filled (58.3 percent fill rate).

# Enrollment Report (June 5, 2024)

## Appendix: Fall 2024 Enrollment by Major (\*\*inactive program)

(source: Tableau, Spring Five-Year Enrollment Management Dashboard)

	Fall '20	Fall '21	Fall '22	Fall '23	Fall '24	YoY % +/-
MAJOR	6/9/2020	6/8/2021	6/7/2022	6/6/2023	6/4/2024	
Accounting	63	38	53	61	48	-21.31%
Acct. Paraprofessional PC	5	5	15	8	7	-12.50%
Acting Proficiency Certificate		1			3	
Addiction & Recovery Stud Cert				2	2	0.00%
Alt Fuels Elec Veh and Hybr PC					1	
Applied Engineering Technology		3	23	30	57	90.00%
Applied Sci & Engr Tech	24	14	5	4		-100.00%
Architectural Visualization PC	2			1	4	300.00%
Architecture	36	31	52	51	49	-3.92%
Art and Design	126	87	91	127	124	-2.36%
ASL/English Interpreting	14	10	11	7	3	-57.14%
ASL-INT I PC	3	1	3	7	4	-42.86%
ASL-INT II PC**			1			
Auto Tech-Auto Mgmt & Mktg Op**			1	1	2	100.00%
Auto Tech-Auto Svc Tech Op**	3	2				
Automotive Service I PC	1	3	7	9	6	-33.33%
Automotive Service II PC			1	1		-100.00%
Automotive Technology	19	12	31	31	39	25.81%
Behavioral Health/Human Serv	179	118	126	109	109	0.00%
Biological Sciences	3	17	49	86	92	6.98%
Biology	91	55	59	58	56	-3.45%
Biomedical Equip Tech I PC	2	1	2	3	5	66.67%
Biomedical Equipment Tech		2	3	3	11	266.67%
Black Studies	4	1	2	2	4	100.00%
Business**	15	5	2			
Business - Accelerated	1	1				

## Enrollment Report (June 5, 2024)

Business - General	453	286	376	364	327	-10.16%
Business Administration	19	4	3	2		-100.00%
Business Leadership	9	12	32	37	34	-8.11%
Business Leadership PC	2		2	1	1	0.00%
Chemistry	24	8	15	14	11	-21.43%
Communication & Media Studies					5	
Communication Studies Program	29	18	28	43	30	-30.23%
Comp. Info Sys/Information Tech	201	115	167	203	200	-1.48%
Computer Forensics		1				
Comp. Programming I PC	8	10	16	11	14	27.27%
Comp. Programming II PC	1		2			
Comp. Science	129	85	86	99	85	-14.14%
Construction Management	23	11	18	21	20	-4.76%
Corp Soc Respns. PC					1	
Creative Writing Cert	4	3	7	6	9	50.00%
Criminal Justice	109	78	119	129	99	-23.26%
Culinary Arts	36	20	31	36	38	5.56%
Culinary Arts I PC		1	4	5	9	80.00%
Culture Science & Technology**	73	25	16	7	3	-57.14%
Cybersecurity	48	39	58	79	101	27.85%
Cybersecurity I PC	6	3	4	10	4	-60.00%
Data Science PC		1		3	3	0.00%
Dental Hygiene	12	4	42	39	26	-33.33%
Diagnostic Medical Imaging	25	35	31	37	37	0.00%
Digital Investigations PC					2	
Digital Video Production	36	24	30	35	35	0.00%
Digital Video Production PC	3	2	2		3	
Early Childhood Education PC	2	3	4	3	4	33.33%
Ed Early Child-birth-4th grade	178	142	139	163	155	-4.91%
Ed Mid-Level (4th-8th grade)	15	9	4			

## Enrollment Report (June 5, 2024)

Education - Elementary			1			
Education - Middle and Sec Lvl		7	17	32	36	12.50%
Education - Sec Hum/Social	17	8	9	1	1	0.00%
Education - Sec Math/Science	5	2	2	1		-100.00%
Electronic Discovery PC					1	
Engineering	50	27	40	38	38	0.00%
English	47	25	36	37	32	-13.51%
Entrepreneur. & Innovation PC			2	4	9	125.00%
Entrepreneurship PC	6	4		1		-100.00%
Facilities Mgmt	3	2	8	3	4	33.33%
Facility Mgmt - Design**	12	2	2			
Fashion Merchandising & Mktg	14	8	14	10	12	20.00%
Fire Sci and Public Safety PC		1	1		1	
Fire Science	3	2	8	2	4	100.00%
Health Care Studies	1620	964	1214	1268	1247	-1.66%
Health Services Management	57	41	32	27	21	-22.22%
Hospitality Management	11	2	1	1		-100.00%
Human Services Certificate	6	4	4	13	5	-61.54%
Human Services Leadership PC				2	2	0.00%
Insurance PC					3	
Interior Design	14	16	22	25	30	20.00%
International Studies	17	7	14	13	13	0.00%
Justice	46	13	6	5	1	-80.00%
Lib Arts/General Option	10	8	4	3	2	-33.33%
Lib Arts/Honors Option	5	3	1			
Lib Arts/Soc & Behav Sci	59	38	36	34	32	-5.88%
Lib Arts/Soc & Behav Sci Opt	10	1	1	3	2	-33.33%
Liberal Arts	582	270	396	297	376	26.60%
Liberal Arts/Honors		2	4	3	6	100.00%
Management					1	
Mass Media	24	12	15	14	14	0.00%

## Enrollment Report (June 5, 2024)

Mathematics	11	8	5	4	5	25.00%
Med Insurance Bill PC	4	9	19	16	15	-6.25%
Medical Assistant PC	2	1	9	9	6	-33.33%
Medical Laboratory Technician	21	16	24	28	28	0.00%
Medium and Heavy Truck Tech					7	
Music Performance	6	8	9	18	15	-16.67%
Music Production PC	2	1	7	6	10	66.67%
Network Administration			2	7	3	-57.14%
Network Tech Mgmt and Admin	3	4	2			
Network & Sys PC	3	3	3	2	5	150.00%
Non-matriculated	89	84	105	207	329	58.94%
Nursing	234	238	207	227	247	8.81%
Paralegal Studies	35	30	27	32	31	-3.13%
Paralegal Studies PC	11	22	11	12	16	33.33%
Personal Training PC			1	2	3	50.00%
Photographic Imaging	22	10	13	6	3	-50.00%
Photography			2	19	16	-15.79%
Photography PC			1		2	
Post-BA Accounting PC	12	12	4	7	5	-28.57%
Project Management PC		1	1	9	6	-33.33%
Psychology	196	141	186	219	204	-6.85%
PT Serv Rep PC	5	2	2	3	4	33.33%
Public Health		1	11	28	23	-17.86%
Real Estate Prof. Cert.					1	
Recov & Trnsfrm PC					1	
Religious Studies	2	2	2	1		-100.00%
Religious Studies Prof. Cert.				1	1	0.00%
Respiratory Care Technology	9	12	4	7	28	300.00%
Software Development PC**	1	1				
Sound Recording & Music Tech	25	15	22	29	28	-3.45%
Technical Theater Prof. Cert.					1	

## Enrollment Report (June 5, 2024)

Theater	19	10	10	14	18	28.57%
Tourism & Hospitality Mgmt PC	1		3		1	
Tourism and Hospitality Mgmt	25	14	18	10	20	100.00%
Toyota T-Ten			3	6	7	16.67%
Video Game Audio PC					3	
Web and Mobile App Development			2	3	6	100.00%
Web Development I PC		3	3	7	8	14.29%

## ATTACHMENT C

# Google Career Certificates

**“Google Career Certificates help prepare students for the workforce”**

Alycia Marshall, Ph.D., Provost and Vice President for Academic and Student Success

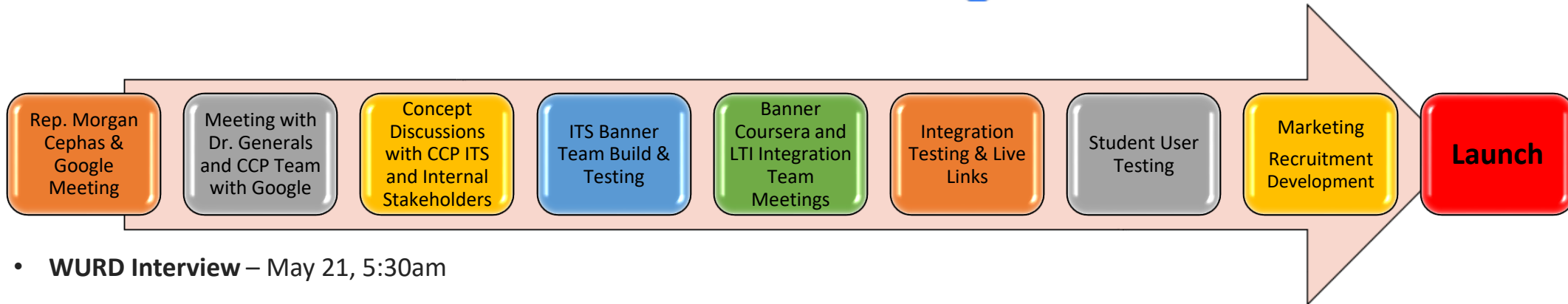
Vance Gray, PhD., Associate Provost, Academic Affairs & Workforce Development

“Of all of the implementations, CCP was the most efficient, and fastest...” - Winton Steward, Google





# Google Career Certificates



- **WURD Interview** – May 21, 5:30am
  - The interview was 30 **minutes** and was very conversational. The host Andrea Lawful-Sanders, was incredible at keeping the conversation moving. **Live** and recorded **both video and audio**.
- **Google Launch:** Dwight Evans, United States representative, Morgan B. Cephas, Pennsylvania state representative Dr. Donald Guy Generals, president, Community College of Philadelphia; Winton Steward, Midwest head of Government Affairs and Public Policy, Google; Dr. Vance Gray, associate provost, Academic Affairs and Workforce Development, Community College of Philadelphia; Jaquayvius Coleman, Community College of Philadelphia graduate, Google Career Certificates graduate
- [Google and the Community College of Philly partner for workforce development program](#)

## **NBC10**

Google and Community College of Philadelphia have partnered up on a workforce development program that organizers said will help students learn skills they need to attain high-paying jobs.

- Coverage of this announcement also appeared on [6abc](#), [CBS3](#), [The Philadelphia Tribune](#), [KYW Newsradio](#), [MSN News](#), [Technical.ly](#) and the [Grow with Google blog](#).



- In addition to the Google Career Certificates, all CCP students will have access to [Google AI Essentials](#) — an online course that teaches foundational AI skills, AI best practices and how to use AI responsibly, no degree or previous experience required.
- Students who participate in the Google Career Certificate program have access to the [employer consortium](#) of more than 150 companies — including greater Pennsylvania-based companies like Expedient, SAP, Project Management Institute, CMI Media Group, and of course, Google — that commit to considering Google Career Certificate graduates for relevant roles.
- More than 250,000 people have graduated from the Google Career Certificate program in the U.S. and 75% of graduates report positive career outcomes (new job, promotion, or raise) within six months of certificate completion.

# Next Steps

## Google Career Certificates

- Continuous Improvement of the Student Experience for “Pilot” Cohort
- Engagement with Employer Partners:
  - Pennsylvania-based companies like Expedient, SAP, Project Management Institute, CMI Media Group, and of course, Google
- Grow Awareness, Interest, Excitement and Enrollment by working with Google and internal partners to develop a robust recruitment and marketing plan –
  - **Work with faculty to view “Certificates” as *stackable credentials* with the ACE Recommendation (Pierce College & University of Texas)**

Google Certifications	48 Interest Forms	
Course		32 Registrations
Cybersecurity	23	12
IT Support	15	5
Digital Marketing & E-Commerce	3	5
Data Analytics	7	10



# Commercial Drivers License (CDL Training)

- Northeast Regional Center (NERC)
- 700+ Jobs in the Philadelphia Region (Indeed)
  - \$50,000 – \$150,000 Entry-Level Jobs
- **This four-week program provides the optimal balance between classroom learning and behind the wheel, on the road training to prepare students for the Commercial Driver's License (CDL) Class A exam.**
- Class A CDL licenses are issued to adults who are 18 or older who have demonstrated their qualifications to operate any combination of vehicles with a gross combination weight rating of 26,001 pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds.
  - 48+ students on an interest list/Form (email)
  - \$5,000 tuition
  - Potentially adding to **the ITA listing** with Philadelphia Works
  - UPS Reimbursement Funds - Prospect
- April 12th, ***approved by the Federal Motor Carrier Safety Administration*** as a CDL Training Site. This designation allows us to deliver training as an educational provider, and it qualifies us to be eligible for federal grants that support CDL student tuition.





# Commercial Drivers License (CDL Training)

- Contracted with Liberty Coca Cola to train 16 employees
  - 4 cohorts of 4 employees each
  - New Employees with job skills for other jobs duties – we provided the CDL Skills
  - Ancora was contracted to teach our classes
- Engaged with Logistics and Transportation Industry Partnership to work with other employers - this IP was discontinued and is in the process of a restart through PWI.
- Other area community colleges also work with Ancora to provide this training
  - UPS is a potential source of sending employees for open enrollment (they won't pay on behalf of their students, so we can't contract with them, but employees can use their tuition benefits to take this class.)





# Octavius Catto Scholarship

Board of Trustees Update  
June 06, 2024



COMMUNITY COLLEGE OF PHILADELPHIA

# Scholarship Overview: A Recap

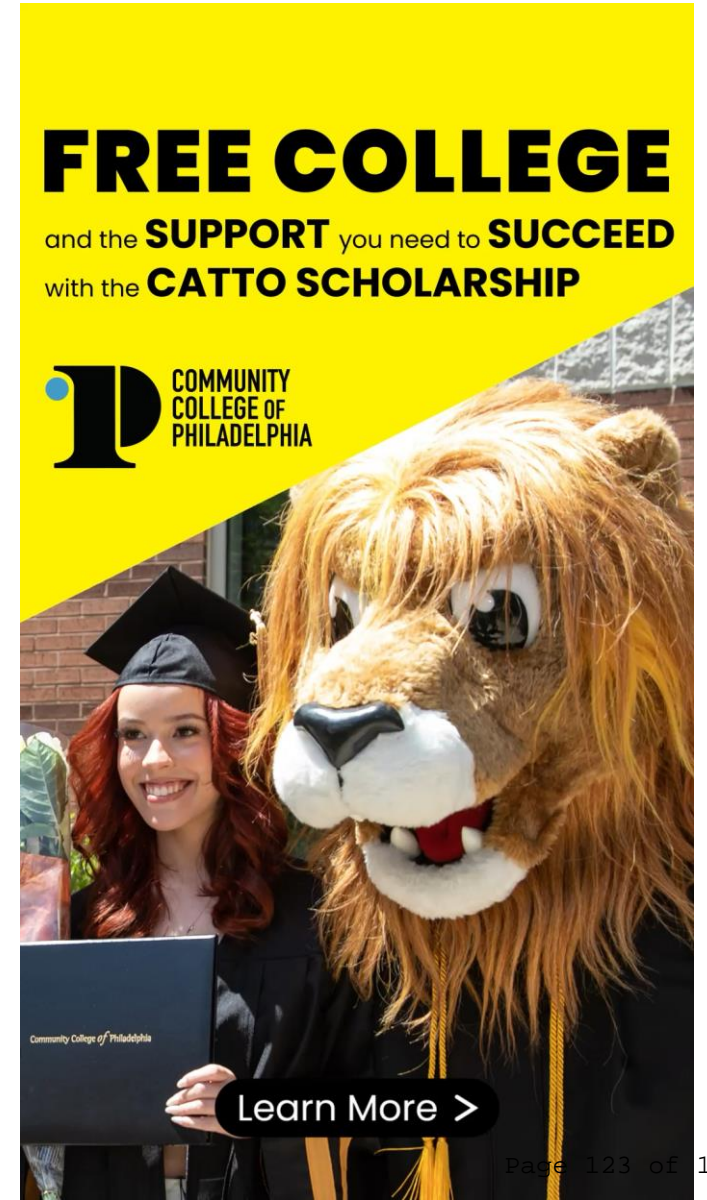
Supports & Eligibility Requirements

RISE FROM WITHIN



# Wraparound & High-Touch Support Services

- Last-dollar tuition
- Bookstore credit
- Monthly basic needs disbursement
- Success coaching
- Enhanced advising, career, and social supports





# Eligibility Requirements

First Time/Full-Time Students, Transfers with up to 30 credits, Returning CCP students	
Philadelphia Residency (City Resident for at least 12 months)	✓
High School Diploma, Commonwealth Diploma or GED	✓
Complete <b>FAFSA</b> each year*	✓
<b>Meet Income Eligibility</b> (Expected Family Contribution "EFC" <= \$8,000)	✓
Enter <b>college-ready</b> or <b>one level below</b>	✓
*Accommodations made for undocumented students regarding FAFSA EFC	

*\*\*To maintain eligibility students must participate fully in student supports (advising, tutoring, coaching), make steady progress toward completion of a credential within three years and achieve a 2.0+ GPA by the end of every evaluation year.*



COMMUNITY COLLEGE OF PHILADELPHIA



# Catto Scholars

2021-2024

RISE FROM WITHIN



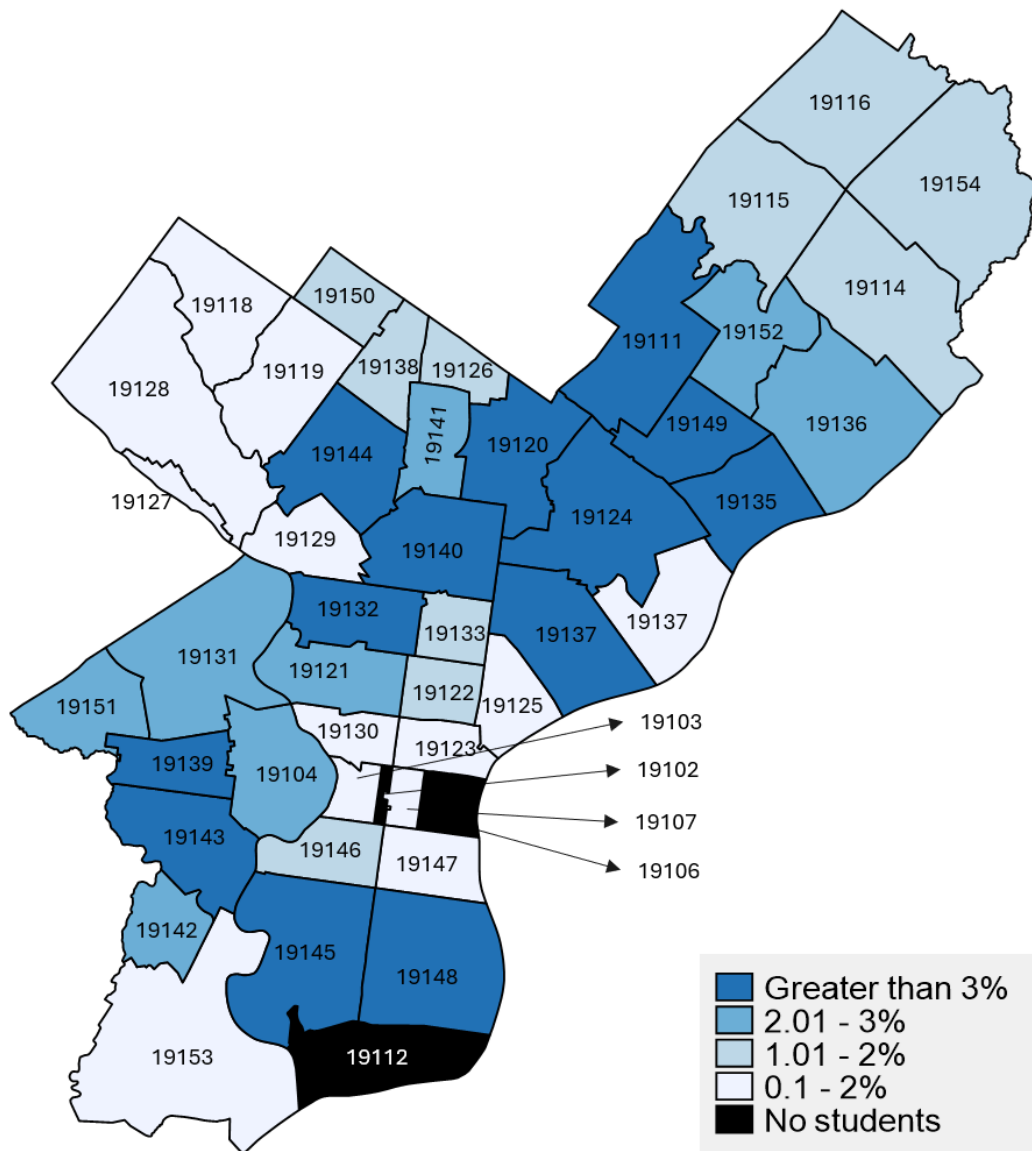
Cohort	Size
SP 2021	133
FA 2021	348
SP 2022	58
FA 2022	604
SP 2023	287
FA 2023	669
SP 2024	304



*2,403 Philadelphians served to date  
1,558 current (approved) scholars*



COMMUNITY COLLEGE OF PHILADELPHIA



Majors Top 10

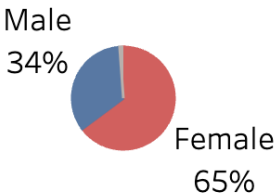
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Health Care Studies	649	38.8%
Business - General	270	16.1%
Psychology	155	9.3%
Comp Info Sys/Inform..	126	7.5%
Liberal Arts	114	6.8%
Art and Design	87	5.2%
Criminal Justice	87	5.2%
Computer Science	63	3.8%
Cybersecurity	62	3.7%
Biological Sciences	61	3.6%

High Schools Top 10

Last updated: 6/3/2024 1:10:42 PM

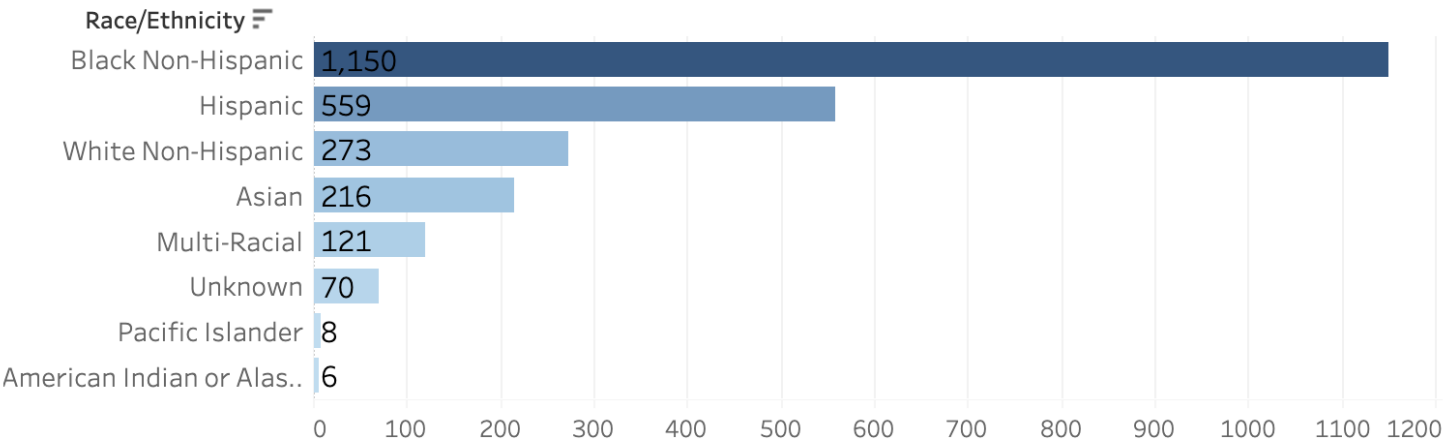
Northeast H S	102
Central H S	95
Abraham Lincoln H S	57
Academy at Palumbo High School	45
Franklin Towne Charter H S	45
Philadelphia H S For Girls	45
George Washington H S	43
G W Carver H S Engineering/Sci	42
Franklin Learning Center H S	40
Commonwealth Charter Academy	35



Race/Ethnicity

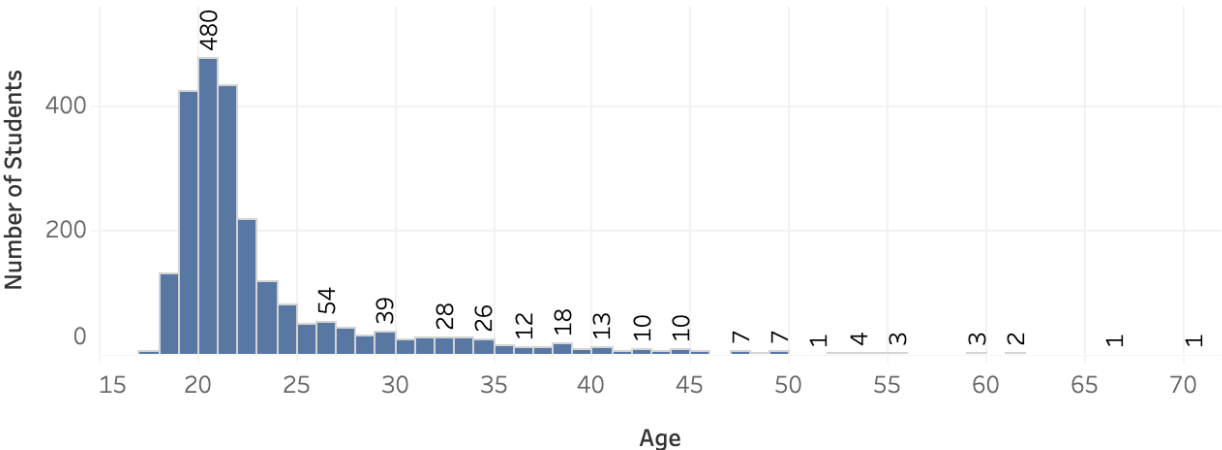
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Black Non-Hispanic	1,150	47.9%
Hispanic	559	23.3%
White Non-Hispanic	273	11.4%
Asian	216	9.0%
Multi-Racial	121	5.0%
Unknown	70	2.9%
Pacific Islander	8	0.3%
American Indian or Alaskan Native	6	0.2%
Grand Total	2,403	100.0%



Age Buckets

14-17	5	0.2%
18-20	1,037	43.2%
21-24	854	35.5%
25-30	241	10.0%
31-40	188	7.8%
41-50	55	2.3%
51-60	17	0.7%
60+	4	0.2%
N/A	2	0.1%
Grand Total	2,403	100.0%





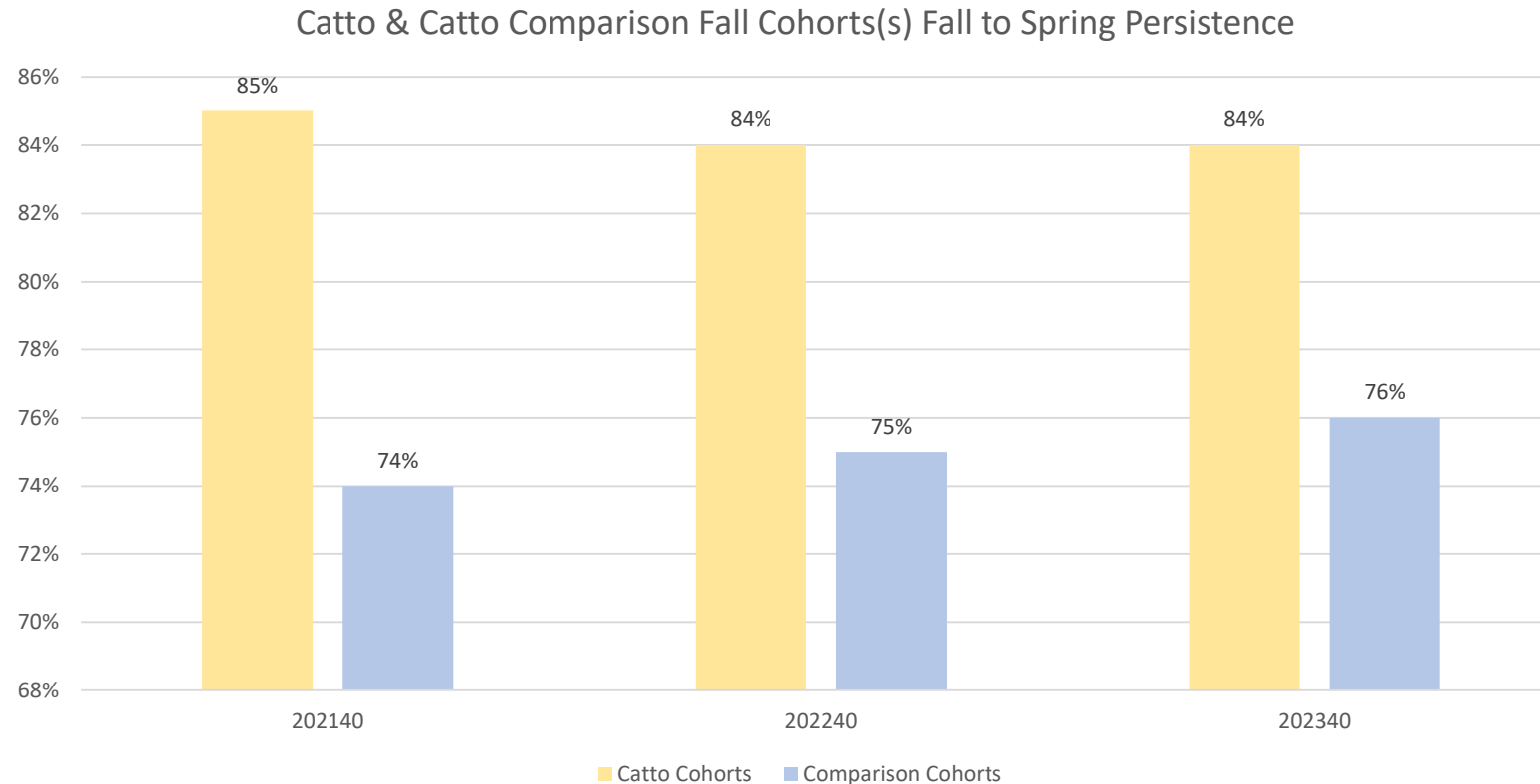
COMMUNITY COLLEGE OF PHILADELPHIA

# Outcomes

## Retention & Completion

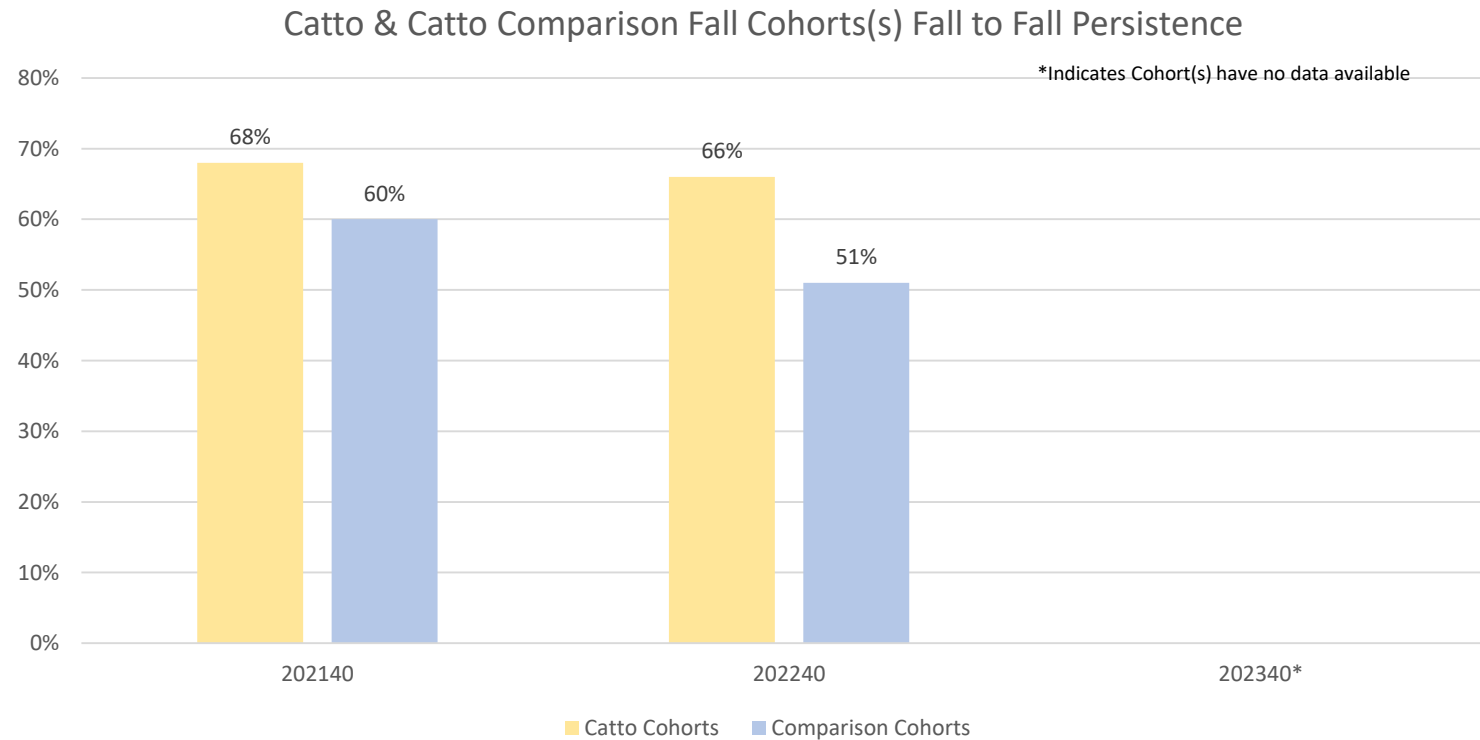


# Persistence: Fall to Spring





# Persistence: Fall to Fall

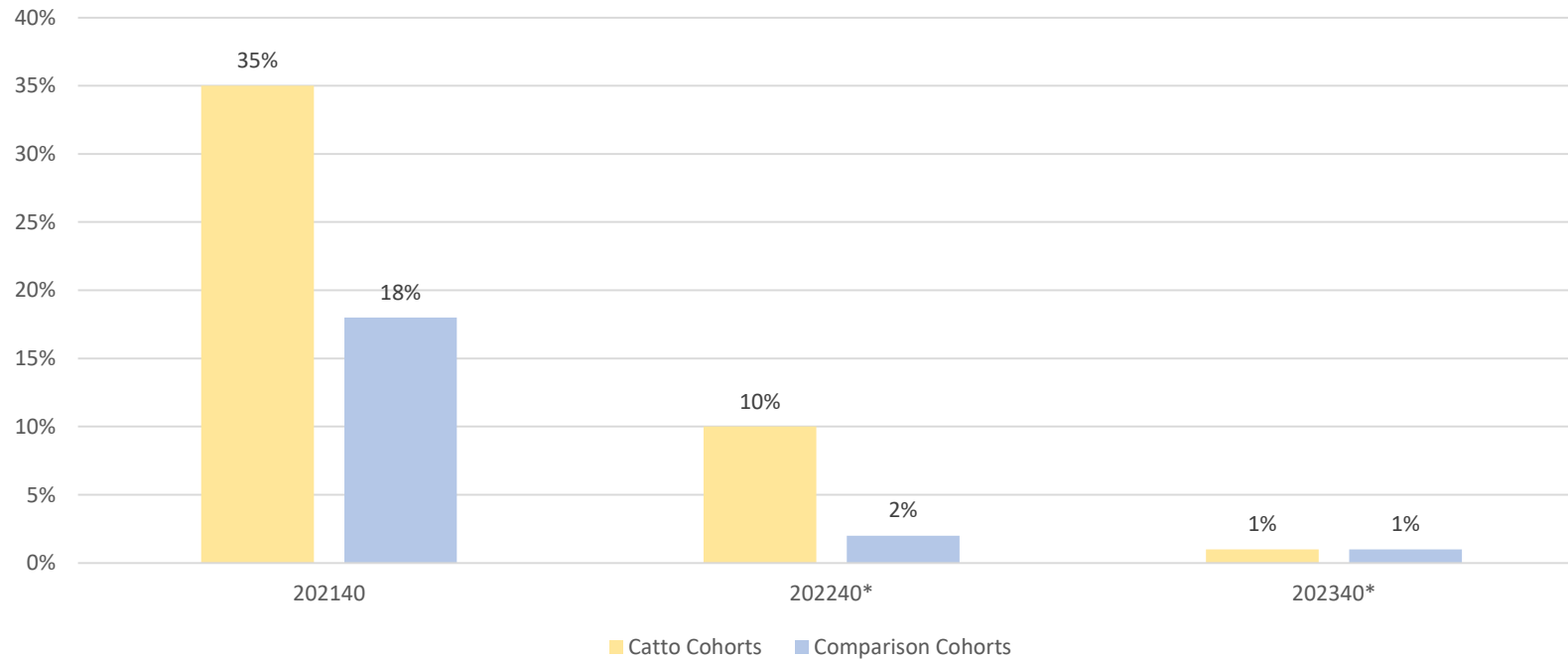




# Completion

Catto & Catto Comparison Fall Cohort(s)  
Graduation Rates to Date

\*Indicates Cohorts are still in progress





# Research for Action Findings

- Catto Scholars are more likely than non-Catto CCP students to persist beyond their first semester in college.
- Catto Scholars have higher rates of degree completion relative to non-Catto CCP peers.



*I had no money to go to school. And I'm a first-generation college student, so definitely I wanted to always go to school, just did not really have the funds to do so. So Catto saved my life."*

Catto Scholar



*[What's] different [about Catto] from the other [scholarship programs] is that how much they care... they want you to be a part of this community. **It's not just a Scholarship. It's a community of people that want to see you succeed. It's a good feeling having a community of people wanting you in this space with them. People are loving you, taking care of you.***

Catto Scholar



**RISE FROM WITHIN**



Q/A



COMMUNITY COLLEGE OF PHILADELPHIA

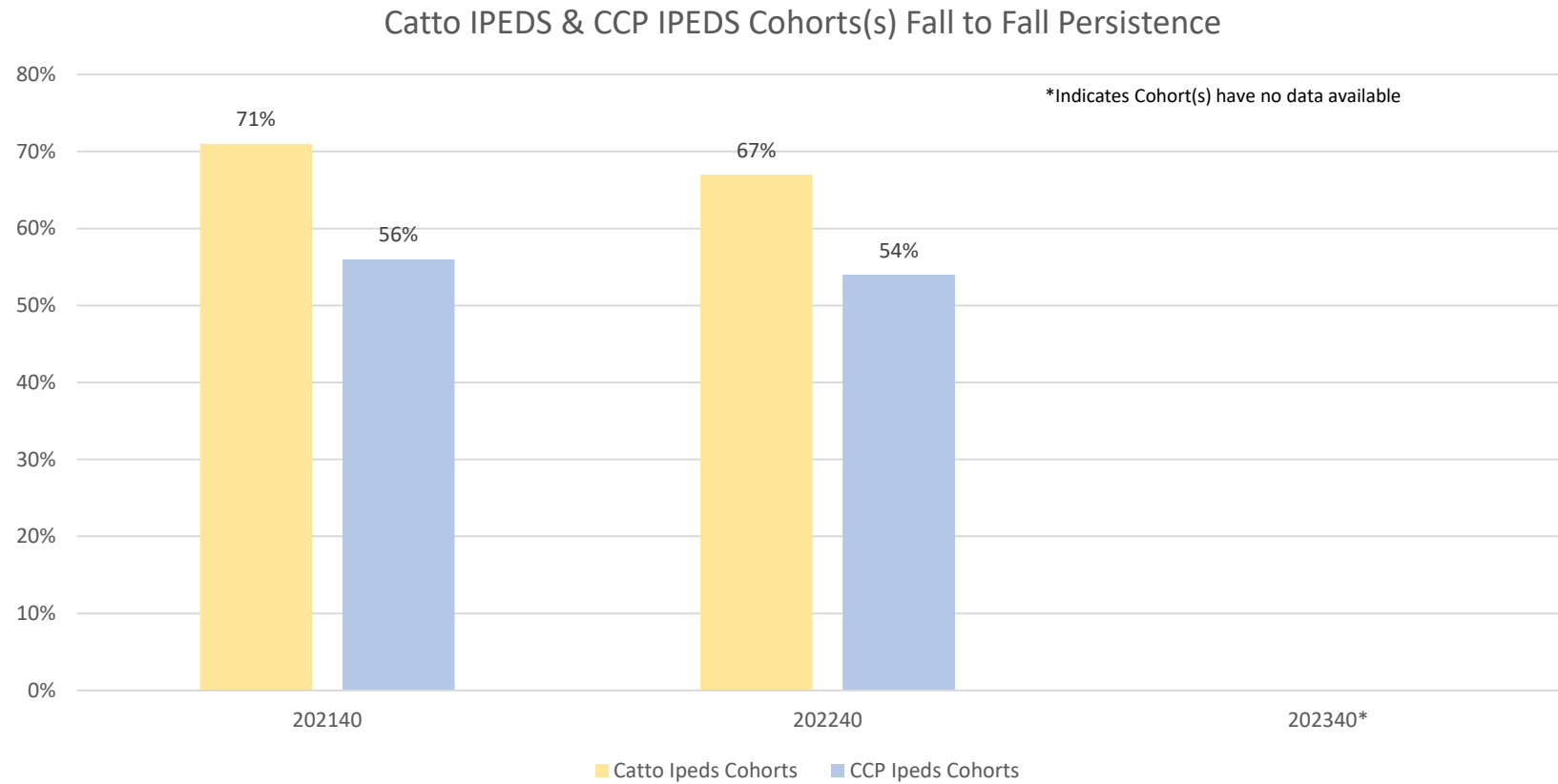


# Additional Slides

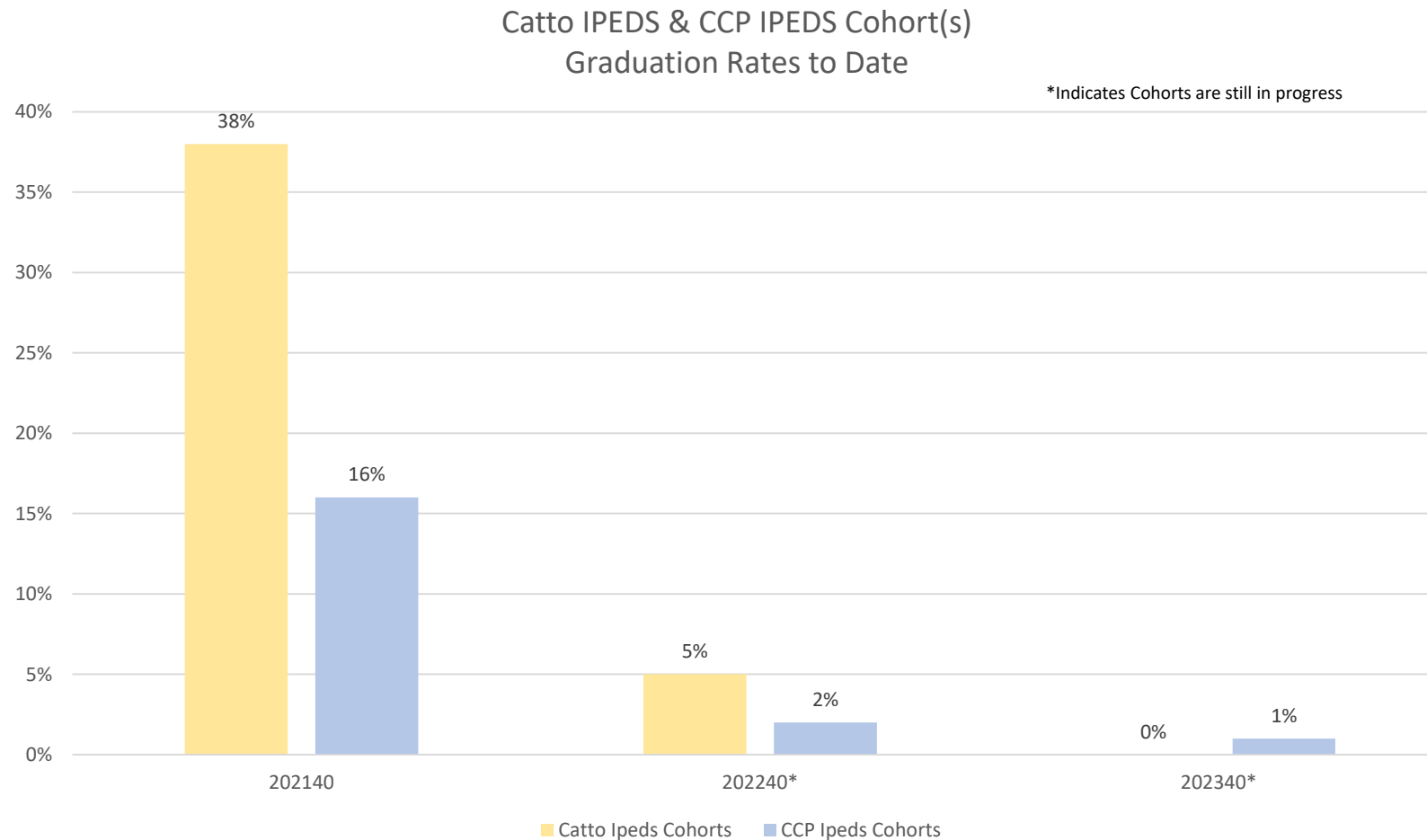
If Needed

RISE FROM WITHIN

# IPEDS Fall to Fall



# IPEDS Graduation



COMMUNITY COLLEGE OF PHILADELPHIA  
Meeting of the Board of Trustees  
Thursday, June 6, 2024 – 3:00 p.m.  
Isadore A. Shrager Boardroom, Room M2-1/Hybrid  
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Ms. Rosalyn McPherson, presiding: Ms. Ajeenah Amir, Mr. Ronald Bradley, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Harold T. Epps, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Mindy Posoff, Mr. Michael Soileau, Mrs. Dominique Ward, Mr. Jeremiah White, Dr. Donald Generals, Ms. Josephine Di Gregorio, Mr. Eapen, Dr. David Thomas, Dr. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Ms. Jasmine Sessoms, Dr. Shannon Rooney, Dr. Alycia Marshall, Ms. Carolyn Flynn. Dr. Vance Gray, and Dr. Seth Jacobson

(1) Executive Session

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

(2) Meeting Called to Order

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

(3) Introduction of New Trustees

The Board welcomed Ms. Keola Harrington, Chief Financial Officer, The Philadelphia Parking Authority, and Mr. Michael Cooper, Head of Institutional Relations and Communications, Leonardo Helicopters (U.S.), newly-appointed members of the Board of Trustees.

(4) Recognition of Service for Exiting Trustee Ronald Bradley

The Board recognized exiting Trustee, Ronald Bradley, for his service and incredible support of the College and student success.

(5) Public Comment

The following individuals provided Public Comment at the June 6, 2024 Board meeting:

- Frank Scales, student and incoming Student Government Association President, spoke on student representation on the Board of Trustees.

- William Marmol, Catto student, voiced his support for the Student Government Association's proposals and student representation on the Board of Trustees.
- Jaritsa Hernandez-Orsini, student and 2<sup>st</sup> Vice President of Student Government Association, spoke on the need for student representation on the Board of Trustees.
- Abdul Al-Hourani, student, spoke on the need for Student Government representation on the Board of Trustees.

(6) Report of the President

Dr. Generals thanked the students for attending the Board meeting.

(a) Governor's Plan for Higher Education

The Board was provided with an update on the Governor's Plan for Higher Education.

(b) Municipal College Update

The Board was provided with an update on the creation of the Municipal College.

(c) Enrollment Update

Dr. Board was provided with an update on enrollment summer I, summer II and fall 2024.

(d) Update on Jr. STEM Academy

The Board was provided with an update on the Jr. STEM Academy Summer Camps scheduled July 1 through August 2, 2024 at the Career and Advanced Technology Center (CATC).

(e) Update on Google

The Board was provided with an update on the Google Career Certificates project.

(f) Catto Update

The Board was provided with an update of the Catto Scholarship program.

(g) Foundation Report

The Board was provided with an update on the following Foundation Activities:

- The status of public/governmental fundraising as well as private/philanthropic fundraising for the period of July 1, 2023 – April 30, 2024.
- The Foundation has raised \$533,438, which is 71% toward a goal of \$750,000 for the Black and Gold Gala scheduled for June 13, 2024.
- The reception for Alumni and the class of 2024 held on May 8, 2024; the group of Alumni who volunteered at MANNA in honor of National Volunteer Day; and various other alumni events including the 1<sup>st</sup> Annual Latine Graduation dinner and Grad Fair.

The Board was provided an update on the friendly competition between the two Boards.

(7) Student Outcomes Committee

The Student Outcomes Committee met on May 15, 2024 and reviewed and approved both the Diagnostic Medical Imaging Associate in Applied Science Program and the Theater Associate in Arts Program for another 5 years. Both program reviews are part of the Consent Agenda for Board approval.

(8) Promotions

The Board was introduced to faculty who were recommended for promotion. There were 6 faculty promoted from Assistant to Associate Professor and 4 from Associate to Full Professor. The promotions are part of the Consent Agenda for Board approval.

(9) Business Affairs Committee

The Business Affairs Committee met on May 15, 2024. The Committee approved several items which are part of the Consent Agenda.

(10) Workforce Subcommittee

The Workforce Subcommittee met on May 22, 2024. Staff provided an overview of the data on CATC including the number of seats available, the return on investment, plans to address general education, weekend/evening programs, increasing the number of computer training, and opportunity for growth.

(11) Consent Agenda

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

- (a) Promotions
- (b) Proceedings and Minutes of Decisions and Resolutions  
Meeting of May 2, 2024
- (c) Gifts and Grants
- (d) Theater Associate in Arts Program Review
- (e) Digital Medical Imaging Associate in Applied Science Program Review
- (f) Construction for Winnet Project
- (g) Bonnell Skylights
- (h) Grant Thornton Amendments

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

(12) Report of the Chair

(a) Passing of Emeritus Trustee James R. Roebuck, Jr.

The Board was informed that Emeritus Trustee James R. Roebuck, Jr. passed away on May 16, 2024.

(b) Finalize Slate for Election of Board Officers

The final slate for election of Board Officers is the following:

Harold T. Epps	Chair
Roz McPherson	Vice Chair
Mindy Posoff	Vice Chair
Dominique Ward	Secretary

Board approval of the slate of Board Officers will take place at the September 5, 2024 Board meeting.

(c) Black and Gold Gala

Members of the Board were reminded about the Black and Gold Gala scheduled for Thursday, June 13, 2024 at Vie.

(d) Summer Executive Committee Meetings

Since the Board does not meet in July and August, Mr. Epps requested that an Executive Committee meeting be scheduled in July and August.

(e) ACCT 2024 Leadership Congress, October 23-26, 2024  
Seattle, Washington

The Board was reminded of the Association of Community College Trustees Leadership Congress (ACCT) which is scheduled October 23-26, 2024 in Seattle, Washington.

(13) Old Business

There was no old business discussed.

(14) New Business

The Board congratulated the following staff members on their accomplishments:

- Ms. Jasmine Sessoms on receiving the Salvation Army of Greater Philadelphia "Doing the Most Good Award."
- Dr. Shannon Rooney on being selected by *City and State* as a 2024 Trailblazer in Higher Education.
- Dr. Seth Jacobson on being selected by the *Philadelphia Business Journal* as an honoree for 40 under 40.

(15) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 5, 2024 at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1/Hybrid.

The meeting adjourned at 4:35 p.m.

The Board reconvened in Executive session for a discussion of personnel matters.

COMMUNITY COLLEGE OF PHILADELPHIA  
Proceedings of the Meeting of the Board of Trustees  
Monday, June 24, 2023–9:00 a.m.  
Isadore A. Shrager Boardroom, M2-1/Hybrid

Present: Ms. Rosalyn McPherson, presiding: Ms. Ajeenah Amir, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Mindy Posoff, Mr. Michael Soileau, Mrs. Dominique Ward, Mr. Jeremiah White, Dr. Donald Generals, Dr. Shannon Rooney, Dr. David Thomas, Mr. Jacob Eapen, Dr. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Dr. Alycia Marshall, Ms. Jasmine Sessoms, and Ms. Carolyn Flynn

(1) Executive Session

Ms. McPherson stated that the Executive Session was devoted to a discussion of legal matters.

(2) Meeting Called to Order

Ms. McPherson called the meeting to order.

(3) Public Comment

There were no requests for Public Comment.

(4) Recognition of Service for Exiting Board Member Michael Soileau

On behalf of the Board of Trustees, Ms. McPherson read a Resolution of Appreciation recognizing Board member Michael Soileau for his years of service (**Attachment A**).

Mr. Soileau stated that his time as a member of the Board had been very meaningful. He stated that he planned to stay on the Board until a replacement is appointed by Mayor Parker.

(5) Report of the Business Affairs Committee

Mr. Soileau reported that the Business Affairs Committee had met immediately prior to the Board of Trustees meeting. He stated that the Committee reviewed and discussed the 2024-2025 College budget. Mr. Soileau stated that the Committee was recommending Board approval of the 2024-2025 College Budget.

Mr. Soileau moved, with Ms. Posoff seconding, that the Board approve the 2024-2025 College Budget. The motion carried unanimously.

Mr. White requested that the Board be provided with a list of revenue generating strategies.

(6) Consent Agenda

Ms. McPherson requested approval of the following Consent Agenda:

- (a) College Insurance Renewal
- (b) Contract with Honeywell International
- (c) Contract with Elliot-Lewis
- (d) Resolution: Officers Designated to Sign Contracts with the City of Philadelphia

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

(7) Old Business

There was no old business discussed.

(8) New Business

There was no new business discussed.

(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 5, 2024, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

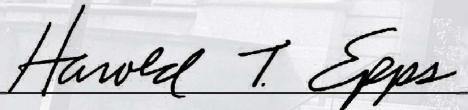
The meeting adjourned at 10:33 am.

*Resolution of Appreciation*

COMMUNITY COLLEGE OF PHILADELPHIA  
PHILADELPHIA, PENNSYLVANIA

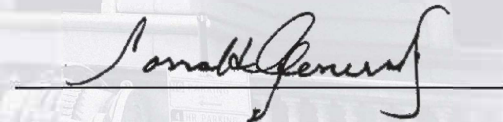
This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on June 24, 2024.

- WHEREAS, Michael Soileau has been a member of the Board of Trustees of Community College of Philadelphia for 8 years;
- WHEREAS, Mr. Soileau has sought to advocate, encourage, support, and assist in the expansion of quality education for the City of Philadelphia;
- WHEREAS, Mr. Soileau brought invaluable insights to Committee and Board deliberations when he chaired the Business Affairs Committee from 2021 through 2024; served as Vice Chair of the Board of Trustees from 2022 through 2024, and as a member of the Subcommittee on Investments, and Board Representative on the Foundation Board;
- WHEREAS, Mr. Soileau brought important expertise to the College based on his professional background, which was greatly valued by Trustees and members of the College administration;
- WHEREAS, Mr. Soileau was instrumental in conceptualizing the College's recent rebranding and has been a longtime mentor to members of the Strategic Communications team;
- WHEREAS, Mr. Soileau is an honored, esteemed, and respected colleague and is recognized for his outstanding service as a member of the Board of Trustees;
- BE IT RESOLVED, that the President and members of the Board of Trustees of Community College of Philadelphia express their deepest appreciation to Michael Soileau for his outstanding support, service, and dedication to Community College of Philadelphia, the City of Philadelphia, and its citizens.



HAROLD T. EPPS, CHAIR





DONALD GUY GENERALS, ED.D., PRESIDENT

COMMUNITY COLLEGE OF PHILADELPHIA  
Meeting of the Board of Trustees  
Monday, June 24, 2023–9:00 a.m.  
Isadore A. Shrager Boardroom, M2-1/Hybrid  
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Ms. Rosalyn McPherson, presiding: Ms. Ajeenah Amir, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Mindy Posoff, Mr. Michael Soileau, Mrs. Dominique Ward, Mr. Jeremiah White, Dr. Donald Generals, Dr. Shannon Rooney, Dr. David Thomas, Mr. Jacob Eapen, Dr. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Dr. Alycia Marshall, Ms. Jasmine Sessoms, and Ms. Carolyn Flynn

(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.

(3) Public Comment

There were no requests for Public Comment.

(4) Recognition of Service for Exiting Board Member Michael Soileau

The Board recognized Mr. Michael Soileau for his service as a member of the Board of Trustees.

(5) Report of the Business Affairs Committee

The Board approved the 2024-2025 College Budget.

(6) Consent Agenda

The Board approved the following Consent Agenda:

- (a) College Insurance Renewal
- (b) Contract with Honeywell International
- (c) Contract with Elliot-Lewis
- (d) Resolution: Officers Designated to Sign Contracts with the City of Philadelphia

(7) Old Business

There was no old business discussed.

(8) New Business

There was no new business discussed.

(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 5, 2024, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

The meeting adjourned at 10:33 am.

**Community College of Philadelphia**  
**Meeting of the Board of Trustees**  
**September 5, 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 5/1/24 -6/30/24</i>	Fiscal Year To Date 7/1/23 - 6/30/24	Fiscal Year To Date 7/1/22 - 6/30/23	Variance 7/1 - 6/30
Federal	\$ 19,783	\$ 1,627,235	\$ 10,275,200	\$ (8,647,965)
State	\$ 60,000	\$ 2,797,488	\$ 3,440,873	\$ (643,385)
Local / City	\$ -	\$ 16,928	\$ 250,000	\$ (233,072)
<b>Total</b>	<b>\$ 79,783</b>	<b>\$ 4,441,651</b>	<b>\$ 13,966,073</b>	<b>\$ (9,524,422)</b>
Held by Foundation (Cash-in-Hand)	<i>since last report 5/1/24 -6/30/24</i>	Fiscal Year To Date 7/1/23 - 6/30/24	Fiscal Year To Date 7/1/22 - 6/30/23	Variance 7/1 - 6/30
Corporation	\$ 118,300	\$ 455,685	\$ 888,113	\$ (432,428)
Foundation	\$ 780,020	\$ 2,993,030	\$ 3,736,169	\$ (743,139)
Individual	\$ 139,431	\$ 508,085	\$ 450,501	\$ 57,584
Organization	\$ 86,055	\$ 292,242	\$ 432,211	\$ (139,969)
<b>Total</b>	<b>\$ 1,123,806</b>	<b>\$ 4,249,042</b>	<b>\$ 5,506,994</b>	<b>\$ (1,257,952)</b>
<b>TOTAL</b>	<b>\$ 1,203,589</b>	<b>\$ 8,690,693</b>	<b>\$ 19,473,067</b>	<b>\$ (10,782,374)</b>

Gifts In-Kind	<i>since last report 5/1/24 -6/30/24</i>	Fiscal Year To Date 7/1/23 - 6/30/24	Fiscal Year To Date 7/1/22 - 6/30/23	Variance 7/1 - 6/30
<b>TOTAL</b>	<b>\$ 25</b>	<b>\$ 10,910</b>	<b>\$ 45,427</b>	<b>\$ (34,517)</b>

**PUBLIC / GOVERNMENT SUMMARY (posted 5/1/24 – 6/30/24 since June 2024 meeting)**

- The Pennsylvania Department of Education awarded the College a grant for \$60,000 for “It’s On Us” to expand and enhance the Sexual Harassment and Rape Prevention Program (SHARP).
- Advanced Functional Fabrics of America, as a subaward via the US Department of Defense, awarded the College \$16,033.

**PRIVATE / PHILANTHROPIC SUMMARY (posted 5/1/24 – 6/30/24 since June 2024 meeting)**

- An anonymous donor awarded \$395,000 for the 10,000 Small Businesses Program.
- The Gilroy and Lillian Roberts Foundation made a \$200,000 payment on a \$1,000,000 pledge for operating and naming support for the Dr. Stanley Merves Open Study.
- Enon Tabernacle Baptist Church awarded \$50,000, John Alchin & Hal Marryatt awarded \$50,000, Parx Casino awarded \$40,000 (of total \$50,000), and the Julian A. and the Lois G. Brodsky Foundation awarded \$25,000 (of total \$50,000), to the 2024 Black & Gold Gala.

- The Independence Foundation awarded \$38,120 for the Teaching Nursing Home Project.
- The Leo & Peggy Pierce Family Foundation awarded \$25,000 on a \$50,000 pledge for student emergency funds.
- The Hassel Foundation awarded \$20,000 as their final payment on a \$60,000 pledge for the Hassel Foundation Scholarship and the 50<sup>th</sup> Anniversary Promise Scholarship.

**Community College of Philadelphia  
Meeting of the Board of Trustees  
September 5, 2024  
Office of Institutional Advancement  
Record of Grants and Gifts FY25**

**Summary by  
Source:**

	<b>FY2025</b>		<b>FY2024</b>	<b>FY2025 and FY2024</b>
<b>Held by College</b>	<b>7/1/24 - 7/31/24</b>	<b>Fiscal Year To Date 7/1/24 - 7/31/24</b>	<b>Fiscal Year To Date 7/1/23 - 7/31/23</b>	<b>Variance 7/1 - 7/31</b>
Federal	\$ -	\$ -	\$ 684,969	\$ (684,969)
State	\$ -	\$ -	\$ -	\$ -
Local / City	\$ -	\$ -	\$ 16,928	\$ (16,928)
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 701,897</b>	<b>\$ (701,897)</b>
<b>Held by Foundation (Cash-in-Hand)</b>	<b>7/1/24 - 7/31/24</b>	<b>Fiscal Year To Date 7/1/24 - 7/31/24</b>	<b>Fiscal Year To Date 7/1/23 - 7/31/23</b>	<b>Variance 7/1 - 7/31</b>
Corporation	\$ 62,525	\$ 62,525	\$ 36,600	\$ 25,925
Foundation	\$ 553,260	\$ 553,260	\$ 317,494	\$ 235,766
Individual	\$ 7,584	\$ 7,584	\$ 21,678	\$ (14,094)
Organization	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
<b>Total</b>	<b>\$ 629,369</b>	<b>\$ 629,369</b>	<b>\$ 375,772</b>	<b>\$ 253,597</b>
<b>TOTAL</b>	<b>\$ 629,369</b>	<b>\$ 629,369</b>	<b>\$ 1,077,669</b>	<b>\$ (448,300)</b>

<b>Gifts In-Kind</b>	<b>7/1/24 - 7/31/24</b>	<b>Fiscal Year To Date 7/1/24 - 7/31/24</b>	<b>Fiscal Year To Date 7/1/23 - 7/31/23</b>	<b>Variance 7/1 - 7/31</b>
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PUBLIC / GOVERNMENT SUMMARY (posted 7/1/24 – 7/31/24)**

- No new public/government awards to report.

**PRIVATE / PHILANTHROPIC SUMMARY (posted 7/1/24 – 7/31/24)**

- The Joseph and Marie Field Foundation awarded \$200,000 of a \$1,000,000 pledge for the Field Opportunity Scholarship.

- Wanamaker Institute of Industries awarded \$108,000 for the Wanamaker Scholarship.
- The Berkman Family Charitable Fund awarded \$30,000 for Workforce Faculty Fellowships, \$20,000 for Workforce Scholarships, and \$50,000 for Student Emergency Funds on a total \$500,000 pledge.
- The Hilda & Preston Davis Foundation awarded \$50,000 as the final payment on a \$150,000 pledge for the Davis Scholarship in Automotive Technology.
- The Joan M. Wismer Foundation awarded \$49,994 as the final payment on a \$149,982 pledge for the Pharmacy Technician Certification Studies Scholarship.
- MetLife Foundation awarded \$30,000 for student emergency funds.
- The Philadelphia 76ers awarded \$25,000 for Power Up Your Business alumni.
- 'Philadelphia Energy Solutions Refining and Marketing LLC / Hilco Redevelopment Partners awarded \$25,000 on a \$250,000 pledge for the Hilco Helps Scholarship.