



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

AGENDA

(1) Executive Session

(2) Meeting Called to Order

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

- Follow-Up to Committee of the Whole
- Update on Enrollment
- Update on Municipal College
- Update on Cheyney Project
- State Board of Higher Education
- Prep for ACCT Leadership Congress

(3) Public Comment

(4) Report of the President

- (a) Update on Strategic Plan/Committee of the Whole Overview
- (b) Update on Enrollment
- (c) Update on Municipal College
- (d) Update on Cheyney Project
- (e) State Board of Higher Education
- (f) Foundation Report (Dr. Mellissia Zanjani and Dr. Ellyn Jo Waller)

(5) Policy Working Group

(6) Student Outcomes Committee, September 5, 2024

9.5.24 Student Outcomes Committee Minutes

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(7) Combined Meeting of the Business Affairs and Executive Committees, September 18, 2024

9.18.24 Business Affairs Committee Minutes

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8.15.24 Business Affairs Committee Minutes

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(8) Consent Agenda

(a) Proceedings and Minutes of Decisions and Resolutions, Meeting of September 5, 2024

9.5.24 Board of Trustees Proceedings	76
Attachment A - Dr. Generals' Presentation 9.5.24	85
Attachment B - CCME Planning Update	122
9.5.24 Minutes of Decisions and Resolutions	129

(b) Grants and Gifts

Record of Grants & Gifts FY25	135
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(c) Construction for Nursing/Respiratory Project

(d) Modular Enclosed Wall Systems Purchase – Various Locations

(e) Purchase of Furniture

(f) New Gym Equipment

(g) Disposal of College Property Policy (#205)

(h) Accounts Receivable Collection and Bad Debt Management Policy (#214)

(i) Parking Policy (#157)

(9) Report of the Chair

(a) Prep for ACCT Leadership Congress, October 23-26, 2024, Seattle, Washington

(b) Statewide Virtual Trustee/Board Meeting Wednesday, November 20, 2024, 6:00 p.m. – 7:30 p.m.

(c) Appreciations

(d) Presidents and the Pastor Jazz Event, Friday, November 15, 2024, 7:00 p.m. - 8:30 p.m., Large Auditorium, BG-20

(10) Old Business

(11) New Business

(12) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, November 7, 2024, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

Committee Meetings

- Business Affairs Committee, Wednesday, October 16, 2024, 9:00 a.m. - Isadore A. Shrager Boardroom, M2-1/Hybrid

- Audit Committee, Friday, October 18, 2024, 1:00

p.m. - Isadore A. Shrager Boardroom, M2-1/Hybrid

- Student Outcomes Committee, Thursday, November 7, 2024, 12:30 p.m. – Library & Learning Commons, L1-13/Hybrid

- Workforce Subcommittee, Wednesday, November 20, 2024, 3:00 p.m. – Center for Business & Industry, 1751 Callowhill Street, C3-5/Hybrid

Upcoming Events

- Men of Color Conference Opening Reception, Friday, October 11, 2024 - 5:00 p.m. – 7:00 p.m. Library & Learning Commons

Conference - Saturday, October 12, 2024, 9:30 a.m. - Winnet Building, Great Hall, S2-19

- City College Municipal Employment Press Conference, Thursday, October 10, 2024, 1:00 p.m.. - Pavilion Klein Cube

- Veterans Day, Monday, November 11, 2024, 11:00 a.m. - Bonnell Building Lobby

- The Presidents and the Pastor Jazz Event, Friday, November 15, 2024, 7:00 p.m. - 8:30 p.m. Large Auditorium, BG-20

Calendar of Events for October, November & December 2024

Calendar of Events for October, November & December 2024

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(13) Executive Session II

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

STUDENT OUTCOMES COMMITTEE OF THE BOARD OF TRUSTEES

MEETING MINUTES

Thursday, September 5, 2024

12:30 p.m.

Hybrid

&

Library, L1-13

1700 Spring Garden St.

Philadelphia, PA 19130

- Presiding:** Ms. Chekemma Fulmore-Townsend
- Committee Members:** Ms. Mindy Posoff, Ms. Sheila Ireland, Mr. Patrick Clancy
- Board Participants:** Mr. Harold Epps
- College Members:** Dr. Donald Generals, Dr. Alycia Marshall, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Mary Berman
- Guests:** Dr. Judith Gay, Consultant to the Board of Trustees
Dr. Brad Kovalski, Associate Vice President and Dean of Students
Melissa Fogg, Executive Director, Student Support Initiatives
Kerry Arnold, Assistant Professor, Behavioral Health Human Services Curriculum
Richard Kopp, Assistant Dean of Students & Director of Operations;
Lynsey Jae Grace, Director of Athletics
Dontae Amin Bacon, Student Athlete

I. Public Session

- (a) Approval of the Minutes March 14, 2024 (A)

Trustee Fulmore-Townsend moved to approve the minutes from the June 6th meeting. Trustee Posoff seconded the motion. All were in favor.

- (b) Faculty Updates (I)

Dr. Marshall began by sharing an update on faculty hiring goals aligned with the divisional plan. Twenty new full-time faculty members were hired this year. She is excited about bringing in a diverse, highly qualified group of faculty members to assist with achieving divisional and institutional goals. She provided the Board with insight regarding the efforts and the intentionality around developing a strong bench for the institution's teaching and ensuring that the faculty population more closely mirrors the student population. Overall, the Division of Academic and Student Success hired over thirty faculty and staff across the division.

Dr. Marshall highlighted a few divisional plan goals and priorities for Academic and Student Success. Priority One: Improve retention and completion outcomes for all students. She emphasized that an aligned divisional goal is to improve student success and eliminate racial equity gaps. A second relevant and related goal is to: Improve student learning outcomes through high-quality teaching of relevant curriculum. The targeted effort to recruit highly talented and diverse faculty is to support the division's efforts to attain these goals over the next five years. Part of this effort involves working with the faculty through professional development and training, providing increased opportunities for continuous improvement in teaching and pedagogy, and ensuring that all faculty are addressing the needs of the institution's diverse student population.

Dr. Marshall credited Dr. Rooney's team in Institutional Research for providing an update on the student population demographics. CCP is still a minority-serving institution, so how can we ensure we are eliminating equity gaps and meeting the needs of our Black and brown students when our faculty population does not reflect our student population? Dr. Marshall highlighted recent data from the 2023-2024 academic year: the percentage of Black students has increased to 43% from 41% two years prior, and the percentage of Latinx students increased to 17.50% from 15.89%. This data underscores the need to diversify the faculty to meet the institution's current and changing student demographics.

Trustee Clancy asked if the numbers presented included all campuses. Dr. Marshall confirmed the data included all campuses.

Next, Dr. Marshall shared the full-time faculty demographics from previous years, with data provided by the Human Resources department. In Fall 2022, 65% of the faculty population were Caucasian, and around 30% of faculty were people of color. Now in Fall 2024, the majority of faculty (63%) are still white. However, diversity among the faculty has increased. Although the rate of Black faculty has remained the same, there has been a 6.2% increase in Latinx faculty, and an increase in Asian and multiracial faculty members.

Trustee Ireland stated it would be great to see a trend line demonstrating the shift of tenured and long-time faculty. Having more data, such as age, rank, and tenure status, would help the Board understand whether the institution has faculty whose average tenure here is, for example, twenty years, and how fast these trends will shift.

Dr. Marshall highlighted the intentional effort behind hiring the twenty new full-time faculty across all divisions. To ensure that faculty candidates committed to the mission and student population at CCP were applying, the job posting mirrored the language in the Academic and Student Success divisional vision: "The Academic and Student Success division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices." This last sentence was highlighted because it emphasized that the institution is a minority-serving institution and conveyed to

faculty candidates their role as future CCP faculty in significantly eliminating racial equity gaps through inclusive pedagogy and high-quality teaching.

Dr. Marshall also shared some of the candidates' required and preferred qualifications with the Board. Preferred candidates were asked to have demonstrated experience teaching diverse student populations, addressing equity gaps, and being bilingual or having other language proficiencies. All search committees underwent anti-bias training and were tasked with identifying a strong pool of diverse, highly qualified candidates to teach the institution's diverse student population. Dr. Marshall is pleased with the diverse demographics of the twenty new faculty members across all divisions, which, as a cohort, closely mirrors CCP's current student population. She believes they all will contribute immensely to the various divisions and departments where they will teach. All have a like-minded focus and commitment to eliminating racial equity gaps and increasing student success.

Trustee Epps commended Dr. Marshall for hiring the twenty new faculty members and asked how difficult it was to achieve that goal. Dr. Marshall informed the Board that the hiring process was a collaboration between Human Resources (HR) and Academic and Student Success. The HR team worked with the Director of Diversity, Equity, and Inclusion, Leila Lawrence, to ensure a DEI representative on each search committee. In addition, the team was intentional about who was on the search committees to ensure that the committees were diverse and included various perspectives. Search Committee members were selected from both hiring and related discipline departments to increase committee diversity and minimize unconscious bias.

Trustee Clancy asked if there were candidates from other regional institutions due to the downsizing and closures of different institutions. Dr. Marshall replied that there were a few applicants from Cabrini and applicants from CCP's adjunct ranks who have transitioned to full-time. There were not very many from out-of-state.

Trustee Epps asked what brought the new faculty members to the College. Dr. Marshall informed the Board that she and Dr. Generals interviewed each of the faculty finalists as part of the process. All of the finalists had a passion for working with our student population. For instance, Rafael Logroño, one of the newest faculty members in the English department, is also an alum of the institution. At last week's divisional meeting, he talked about how CCP made a difference in his life and how he wanted to return here and be faculty. He also expressed his desire to have students have someone who looks like them in front of the classroom. During the interview process, some of the other faculty finalists talked about wanting to make a difference in the lives of the institution's student population as well as the City of Philadelphia. In those interview discussions, Dr. Marshall and Dr. Generals felt each candidate's strong connection with the College's mission.

Dr. Marshall shared information regarding the twenty new full-time faculty members:

Liberal Studies

Ann Ho: PhD and MA in English from the University of Pennsylvania (UPenn). She has taught for several years as an Instructor at UPenn and, in 2023, won their prize for Excellence in Teaching.

Nwenna Gates: MFA in Writing from the Chicago School of the Art Institute. Nwenna has also been an adjunct with CCP since 2014.

Rafael Logroño: Master of Journalism from Temple. Notably, Rafael is a CCP alum, an adjunct at CCP from 2019-2023, and a Visiting Lecturer from 2023-2024. Professor Logroño was also instrumental in developing the curriculum proposal for our new Communication Studies and Mass Media program merger and continues to lead that program.

Christine Guarango: MFA in Creative Writing from the University of Memphis. In addition to teaching, she has edited literary magazines and organized events for prisons, migrant justice, and Mighty Writers.

Phillip Garcia: PhD in English from Temple University (Temple), MFA in Creative Writing from Vermont College of Fine Arts. Professor Garcia also has an extensive creative publishing record of fiction, essays, poems, and chapbooks. In addition to a college teaching record from 2014, he has participated in community organizing in the Mississippi Delta.

Esra Abumounshar: Master of Architecture from Temple University. She has worked as an architect and taught architecture since 2016. She also chairs the DEI Committee of Professional Women in Construction.

Kate Zilovic: MA in English/German from the State Linguistic University of Nizhny Novgorod in Russia, focusing on linguistics and intercultural communication. She has more than 18 years of ESL (English as a Second Language) teaching experience in higher education and co-authored two service industry-focused ESL textbooks.

Student Success & Engagement

Amir El-Chidiac: MLIS (Master of Library and Information Science) from North Carolina Central University and an MFA in Writing and Consciousness from The New College of California. Amir approaches library science through a social justice lens. They were previously a Research and Instruction Librarian and Diversity Resident at Susquehanna University.

Sydnee Jacques: MEd in Counseling Psychology from Temple University. Sydney is also a Licensed Professional Counselor. She comes to us from Temple, where she worked with a diverse caseload of students and directed the Learning and Enhancement Academic Development program.

Evelyn Anderson: EdD in Policy, Planning, and Administration from Westchester University, and two MS degrees from Westchester (Higher Education Counseling and

Student Affairs and Criminal Justice). She conducted her doctoral dissertation research and has previously presented on the undergraduate college journeys of students with lived experiences in foster care.

Lavell Simpkins: EdD in Educational Leadership from Capella University and MA in College Student Development and Administration from Shepherd University. Lavell previously worked as a Counselor at CCP and has taught and done counseling work at Shepherd University, Shippensburg University, and Central Pennsylvania College.

Business and Technology

Mitsy-Ann Rapley: ABD for a Doctor of Business Administration from Columbia Southern University; also has an MS in Hospitality and Tourism Management from the University of the West Indies. Mitsy-Ann has eight hospitality-related certifications, ranging from food protection and handling to advanced pastry making. She has lectured in hospitality and tourism management and the culinary arts since 2008.

Joel Williams: Graduated from the General Motors Automotive Service Education Program at Camden County College. He is Automotive Service Education master-certified and hybrid-trained, has worked as an automotive repair technician for twenty years, and has served as an automotive instructor at Pennco Tech.

Dan Riley: Dan has over 30 years of experience in the automotive industry, including 16 years in a management capacity for a large municipal fleet. His in-depth knowledge of all automotive industry segments extends to commercial/heavy truck and collision repair. He has studied at the Ford Training Center, the General Motors Training Center, and Camden County Community College's authorized Toyota Training Center.

Meliss A. Wright: Ph.D. in Economics from Washington State University. Dr. Wright specializes in agriculture, econometrics, and industrial organization and has won grants from the Paul National Institute of Food and Agriculture and the Pennsylvania Department of Agriculture. She also has an associate's degree in pastry and baking from the Culinary Institute of America.

Math, Science and Health Careers

Alana Bouie: MS in Urban Education with Mathematics 7-12 Certification from the University of Pennsylvania. She has worked as an adjunct at CCP since 2015 and is passionate about bridging the gap between technology and education to enhance student learning and achievement.

Dr. Sonya Wood-Johnson: Doctor of Nursing Practice from DeSales University and an MS in Nursing Leadership/Management from Walden University. She is also a CCP alum with an AAS in Respiratory Therapy. Since 2016, she has worked as the Director of Quality and Performance Improvement at Good Shepherd Penn Partners, where she developed and implemented observation decision pathway virtual monitoring programs and a sepsis protocol. Since 2016, she has also worked as a Clinical Coordinator and

Nursing Administrator at the University of Pennsylvania Hospital.

Gina Graham: BS in Healthcare Management from Thomas Jefferson University. She has worked as a certified Surgical Technologist since 2013 and, more recently, as a Technologist Trainer. Gina is also our new Surgical Technology Program Coordinator.

Nancy Findley: MS in Nursing from the University of Pennsylvania. Nancy worked as a Clinical Nurse from 2008 to 2018 and has taught nursing at Drexel University since 2019. She specializes in cardiac emergencies – she has presented on cultivating a first responder team for cardiac emergencies, improving patient and family readiness, and preventing deep tissue injury in post-op cardiac surgery. She has managed projects at the University of Pennsylvania's Cardiac Surgery Intermediate Care Unit.

Atiya Porter: MS in Nursing with a concentration in Nursing Education from Walden University. Atiya is also a CCP alum with two AAS degrees (Nursing and Criminal Justice). At CCP, she was a member of Phi Theta Kappa. She has worked as a nurse since 2014 and previously taught at Drexel University and the University of Pennsylvania.

Dr. Marshall reiterated that the new faculty cohort includes alumni from the programs in which they will be teaching. These new faculty members can also speak to what needs to improve in those programs from their lived experiences at CCP and in the field.

Trustee Clancy asked whether new faculty who had previously been adjuncts had to have their roles backfilled or if there were enough adjuncts in the pool not to need to backfill. Dr. Marshall answered that it depends on the discipline.

Trustee Epps asked whether the pool at the adjunct level is abundant. Dr. Marshall stated that it depends on the discipline. Regarding courses where a professor can earn a significant amount of money to work directly in the field, they likely won't come to our institution to teach a class as an adjunct. Our part-time faculty has a slightly more diverse population than our full-time faculty demographics. Some adjunct faculty are just not committed to or interested in teaching full-time. There are some disciplines, such as Nursing, where we can't pay what they would earn in the field. However, due to the uptick in enrollment, we need more Foundational Math and English faculty to teach our foundational courses to new students. For some disciplines, there is more of a pool of applicants available for full-time and/or adjunct positions compared to certain disciplines where qualified applicants are more scarce.

Trustee Posoff congratulated Dr. Marshall on successfully hiring new faculty and asked whether the faculty jobs were new or replacements. Dr. Marshall informed the Board that most of the new faculty hired were replacement faculty due to the retirements of several faculty members during and post-pandemic. Human Resources and Vice President Eapen were flexible with where the faculty members could be hired as updates were identified for changes in faculty hiring needs. Along the way, some changes in enrollment justified the need to update our faculty search. For instance, some faculty positions weren't filled where strong candidates were not identified, such as Engineering and Biology, but we were able to add a Nurse faculty position

instead to accommodate recent growth.

Trustee Posoff asked whether a large pool of candidates was still available for the other positions that needed to be filled in the pipeline. She also inquired whether any specific packages were negotiated for new faculty. Dr. Marshall stated that the institution offers a competitive benefits package, which was leveraged. However, some slight salary negotiations occurred where qualifications and experience justified it in alignment with the CBA (Collective Bargaining Agreement).

Trustee Posoff asked if the faculty hiring was complete. Dr. Marshall informed the Board that there were still needs in several departments, and she has worked with the Budget Office and Dr. Generals to ensure we can hire more where necessary.

Trustee Epps asked what the feedback has been from the legacy faculty members who have taught at the institution over the years and whether they have been receptive or pushed back regarding the new faculty hiring process and the outcome. Dr. Marshall said that it is too early to tell about the outcomes. During the first weeks of classes, the new faculty are becoming immersed in their departments. Support will be provided to the new faculty through a newly implemented New Faculty Onboarding program, which links each new faculty member with a faculty mentor within their discipline. Retaining these highly qualified and diverse faculty is a priority for the division, and the institution and structures are in place to support them.

Dr. Marshall did say that there was some slight pushback in terms of sticking to the more aggressive timeline this year. In the past, the college has lost qualified candidates because of the lengthy process of almost an entire year. Dr. Marshall worked with Human Resources to accomplish all the faculty hiring by December. Although we were able to close the loop on some of the searches close to this timeline, we also had some searches for which the contracts were signed at the end of August. Additionally, due to their teaching schedules, the timeline has challenged some faculty on the search committees. However, they all want to get the most qualified candidates to join their departments, so they are willing to follow the timeline and cooperate for the most part.

Dr. Marshall shared more about the mentoring and New Faculty Onboarding program to prepare new faculty for success. The Faculty Center for Teaching and Learning runs this program. Each new full-time faculty receives one full course release to attend weekly sessions on different aspects of the teaching process and positions, such as classroom management, equity-minded teaching, trauma, and informed pedagogy. Faculty mentors have also been identified within their respective departments for each new full-time faculty member so they have someone who can support them. Their mentors also participate in the sessions with the new faculty and meet with them outside of those sessions to answer any questions and provide support.

Dr. Marshall also shared that the Diversity Fellowship Program has been relaunched. It will be run by English Professor Jason Esters (Diversity Fellowship Coordinator). As part of the process, the division will work with the departments to identify those interested in hosting a Diversity Fellow. Fellows will be Visiting Lecturers and members of underrepresented groups at the institution. They will also be provided mentorship as part of the program. During their

appointment, they will complete a diversity, equity, and inclusion-based project for their department; once their appointment is completed, they will also be guaranteed an interview for a full-time position. The Diversity Fellowship Program can be a pathway for faculty to transition from part-time to full-time, and it aligns with our mission of diversifying the faculty.

Dr. Marshall also shared with the Board that the New Faculty Onboarding kickoff session was held at the Free Library to acclimate the new faculty to Philadelphia. The intention is for new faculty to visit different locations in the City and identify ways to integrate what they're learning about the City's richness, diversity, and resources into their curriculum and pedagogy.

A handout was provided by the Human Resources department regarding the faculty hiring process and how they supported Academic and Student Success in this effort.

Dr. Rooney shared with the Board that the Marketing and Communications Department has a new initiative to highlight the newly hired full-time faculty members. A video series on Instagram will begin featuring each new faculty member, and there will be a more extended Q&A interview on the College website blog. The initiative will get stories about faculty members in front of prospective students and parents to present how accomplished the institution's faculty are and showcase the different life experiences they bring to the classroom.

(c) Student Success and Engagement

(I)

Office of Collegiate Recovery

The Executive Director, Melissa Fogg, introduced herself and explained her role in Student Support Services, which focuses on harm reduction and recovery initiatives. The Office of Collegiate Recovery (OCR) came into her area within the last two years.

Ms. Fogg informed the Board that Philadelphia is number one in the country for overdose deaths. There are approximately 1400 deaths from overdoses every year. Although the effects of overdose deaths are not in our security reports on campus, our students are in hubs off-campus, where they are potentially experiencing loss caused by overdose or personal experiences of substance use.

The revamping of the program, which is critical for a city college, is something Ms. Fogg holds close to her heart. Ms. Fogg shared that Kerry Arnold, an Assistant Professor in Behavioral Health and Human Sciences (BHHS) and Director of the Office of Collegiate Recovery, has been instrumental in bringing in dynamic partnerships related to harm reduction. Both Ms. Fogg and Ms. Arnold recognize that some of the institution's students are potential users. Still, they have been working on creating a place where those students feel safe coming to the Office of Collegiate Recovery. They connect with them through a variety of resources. Ms. Fogg has been working on a partnership with the City of Philadelphia's Substance Use Prevention and Harm Reduction (SUPHR). Ms. Arnold expressed that it is often not known who is recovering in the recovery world and shared with the Board that she is celebrating thirty-four years of sobriety. Ms. Arnold has also lost students due to an overdose.

Per Ms. Arnold, when Ms. Fogg decided she would relaunch the Office of Collegiate Recovery, the first item was that students needed a central location on campus for help. Room S1-11, on the first floor of the Winnett Student Life building, was earmarked for this, and an email address, recovery@ccp.edu, was created for students to use anonymously. The goal of the Office is to reduce stigma and provide a supportive environment for students in recovery.

Ms. Arnold shared that September is National Recovery Month. Last year, the Office launched a recovery support group and hosted an addiction and recovery conference. There were around eighty-eight students in attendance, along with some staff. The attendees were presented with a panel discussion and workshops. A BHHS graduate who was part of one of the program's community partners, Unity Recovery, gave a presentation. There was also a presentation by Courage Medicine, which is a mobile unit that helps with the wounds that people are getting from xylazine, which is composed of fentanyl mixed with other substances.

The recovery support programs were created with a variety of focus areas, outcomes, and schedules through an established partnership with a local community partner, Unity Recovery. The Unity Recovery facilitators are CCP grads, which gets students excited about recovery and interested in starting a career there. Through BHHS and now the Office of Collegiate Recovery, the third cohort of certified Peer Specialist Training is currently taking place. CCP is the first college in Pennsylvania to host accredited peer specialist training. Ms. Arnold also shared that as a follow-up to a conversation that both she and Dr. Hickman-Allen had with Dr. Generals last April, they have begun working on getting the College more involved with some of the other agencies regarding opioid funds from the City, such as ProAct and One Day At A Time. In particular, ProAct is coming to the College in October to provide certified recovery specialist training in substance use disorder. The peer specialist trainings are for people with a lived experience of mental illness or substance use disorder. With those efforts, a workforce pipeline will be developed.

Trustee Clancy asked if both certifications could be acquired. Ms. Arnold stated that, yes, both can be acquired, which is not uncommon. He then asked whether one certification was more advantageous than the other. Ms. Arnold noted that the certified recovery specialist program attendees would be hired more readily at a treatment center. In BHHS, nine credits can be waived to enter the College if a student is a Certified Peer Specialist. One of our goals this year is to get the same done for certified recovery specialist training because it's a nice incentive.

Trustee Epps asked whether the College hires those skills. Ms. Arnold informed him that the City does; however, the College does advertise that we provide the training as an extra skill set. Ms. Arnold stated that the training would eventually become a micro-credential certificate.

Trustee Fulmore-Townsend reminded the Board of the tense meeting regarding the Behavioral Health and Human Services program held two years ago. At that time, the Board was unsure how the program would meet students' needs, and more thought needed to be put into the learning opportunities and partnerships. Now, the program has made a remarkable turnaround.

Ms. Arnold stated that because she and Ms. Fogg have a shared social work background, they can successfully bridge the College's academic side with the Student Life side.

Ms. Arnold shared a list of events held within the last year for students to socialize in an environment where substances are not served, such as film screenings and tabling events. She shared data highlighting the number of attendees for their initial weekly recovery support groups. In the Fall 2023 kickoff meeting, the program averaged four students, which increased to five on average in Spring 2024. During the rebuilding of the Office of Collegiate Recovery, the program became a member of the Association for Recovery in Higher Education (ARHE), which connects the program with other colleges with collegiate recovery programs. The Office of Collegiate Recovery's presence and membership with ARHE (Association of Recovery in Higher Education) prompted the formation of a community college workforce within ARHE to address the unique needs/challenges of community college recovery offices. The program at our institution is one of thirteen within the United States that provides collegiate recovery at a community college. One of the ARHE statistics is that if five consistent people attend the meetings, it is a good sign because often, some don't come due to the stigma or schedules. Through the program's educational workshops in the fall, forty-five people, including faculty, students, and staff, were at the meetings. That number increased to one hundred and fifty-five in the spring. Additionally, due to a presentation during Professional Development Week in the spring about overdose awareness, the faculty were encouraged to request training for their classes. Allied Health, Nursing, and BHHS requested the training. During the launch, about forty people attended the tabling events in the fall, which increased to one hundred and fifty in the spring. Finally, recovery@ccp.edu had twenty-three inquiries at launch, which decreased during the spring to seven because students knew where to find the Office of Collegiate Recovery.

The internal partners at the College are Allied Health, BHHS, Nursing, Catto, the Counseling Center, the JED Task Force, the Mark David LGBTQ Center, Public Safety, and the Women's Center. The program's external and community partners are the City of Philadelphia Department of Public Health, Forge Health, Courage Medicine, The Department of Behavioral Health and Intellectual Disability Services, Mental Health Partnerships, Prevention Point, ProAct, Savage Sisters, and Unity Recovery.

Trustee Clancy asked whether it is common not to have a hospital or emergency room as a partner. Ms. Arnold stated that it is expected not to have a hospital or emergency room as a partner even though addiction is typically thought of as a medical model. The best success rates, however, are community models. For instance, through counseling, a student could be referred to a hospital-based treatment center if they can't keep up with schoolwork and face other challenges. The program has had students who have gone into rehab, but a better job has to be done than just educating people. One of Ms. Arnold's goals this year is to decrease the stigma around recovery. The medical model still exists, and the disease concept is still important, but that's not the program's first referral place. Instead, they refer people to meetings or therapists. Forge Health will help with the referral process if a student needs intensive service.

Trustee Epps stated that H&M Care (HMC) would be a partner. Trustee Ireland questioned the type of partner the Office of Collegiate Recovery seeks. Ms. Arnold shared that the partnerships that have been identified are either collaborating on educational workshops or students are

referred to them for other services. For instance, ProAct is doing Certified Recovery Specialist training, but they've also come to tabling events. Unity Recovery collaborates with recovery support groups, but they've also come to the tabling events. Savage Sisters conducted one of the program's first overdose reversal trainings.

Ms. Arnold and Ms. Fogg were officially certified by the Philadelphia Department of Public Health to do overdose reversal training, and the program will hold its first training at the institution on September 24. This semester, the program also focuses on service, as some data states that serving others is the best way to stay clean and sober. The Office of Collegiate Recovery (OCR) program is going out to Prevention Point to their Love Lot in Kensington, where there is a clothing drive, and they also help people get showers. As students help people get services, it also becomes possible for them to consider it a career.

Trustee Epps suggested the First Step as a partner. Ms. Arnold requested that the Board offer suggestions on partners that should be considered.

At the end of the presentation, Ms. Fogg referred to the Narcan packages handed out during the meeting and expressed the importance of Narcan availability and testing. Ms. Arnold informed the Board that about 50% of BHHS students are people in recovery. The BHHS students with their Certified Peer Specialist certification often ask, "How can I help the Office of Collegiate Recovery? I want to give back. I want to be in service."

Dr. Marshall informed the Board that Ms. Arnold was also instrumental in helping restructure the BHHS program. Ms. Arnold stated that the program was turned around through the outstanding leadership of Dr. Terrilyn Hickman-Allen.

Athletics and Student Success

Dr. Marshall stated that a significant part of student success is what happens outside the classroom. That includes Athletics, and the College is happy to have Dr. Lynsey Grace as its Athletics leader. She is the first African American woman Athletic Director in CCP's history, and she has stepped in and done a tremendous job in this role along with her team and some of our exceptional students, providing excellent support to the student-athletes.

Dr. Grace opened her presentation by crediting the athletic staff and coaches who carry out the College's athletics mission to foster an environment that allows student-athletes to develop their full potential athletically, holistically, and academically. The department promotes and advocates that student-athletes exude academic excellence and athletic achievements while receiving a high-quality experience. She expressed the department's dedication and connection to the College's mission statement: Athletics supports the College's Mission Statement in expressing that a student's academic experience at the College is of primary importance and that the Department of Athletics will help by providing a high-quality experience for our student-athletes.

In the fall of 2013, the College started intercollegiate competition as a National Junior College Athletic Association (NJCAA) member. Dr. Grace explained the distinction between the

NJCAA, which is for two-year institutions, and the NCAA, which is for four-year institutions. The College also now offers women's club volleyball during the fall, which hasn't happened in six seasons. This is a testament to moving forward in men's and women's cross country. Men's and women's basketball are two of the College's winter sports. The spring sports include men's and women's track and field and men's volleyball.

To become eligible to play as an NJCAA athlete, a student must complete a physical examination before the season and provide a copy of their official high school transcripts. The student must also provide official college transcripts and an NJCAA eligibility affidavit to ensure the student didn't play at a four-year institution. If a student were to go around the red tape, that would cost the College significant penalties. The student-athlete must also be enrolled as a full-time student carrying a minimum of twelve credits and must remain enrolled in at least twelve credits during the semester of competition. All student-athletes must earn twelve credits with a minimum 2.0 GPA each semester.

Trustee Epps asked whether a student who attended a community college for two years, taking nine credits each semester, would still have two years to be eligible to play the sports. Dr. Grace explained that if a student played at a community college, exhausted their eligibility, and played for a basketball team for two years, they could not play for us. The Athletics Department monitors our intercollegiate athletic programs' academic standing and progress through our early alert system.

An athlete enrollment confirmation report is provided daily at 5:00 a.m., ensuring that student-athletes are full-time. The athletic department receives red flags for students not performing up to par and is given specific timelines to improve their performance. If a student drops a class below twelve credits, they have precisely forty-eight hours to enroll in another course. If they cannot pick up another course within forty-eight hours, they become ineligible and must wait until the next semester or season.

Trustee Epps asked if there is an age limit for students to qualify. Dr. Grace stated that an athlete must have a high school diploma.

Student-athletes with a 3.0 GPA and below must complete five hours of weekly study hall. If the student's GPA is above 3.0 at the end of the semester, they no longer have to attend study hall. However, once a student's grades are above 3.0, the department asks student-athletes to become tutors and encourage other athletes to achieve academic excellence.

Trustee Clancy asked if there was an NIL (name, image, and likeness) for the athletes. Dr. Grace informed him that the College is Division III.

The Athletic Department has partnered with Trans 101 Training, Empowerment Retreats with the College's Center for Male Engagement (CME), and the Women's Outreach Advocacy Center. The department has also partnered with the Office of Collegiate Recovery for Narcan training for student-athletes.

Dr. Grace shared with the Board that the College's men's basketball team made it to the 2024 NJCAA Region 19 DIII Men's Basketball playoffs. The #5-ranked Lions traveled to compete

against #4-ranked Camden County College in February but unfortunately suffered a hard-fought defeat to the Camden Cougars, scoring 85-72. Under the leadership of our Head Men's Basketball Coach and CCP alumni, Diallo Daniels, our men's basketball team finished the season with accolades. Coach Daniels exudes what we want from our coaches. He is with the young men every day and believes in the athletes. Dean Kovaleski and Dr. Grace mentioned that Coach Daniels's mom even supports the students by cheering them on and ensuring they are fed and cared for during their games.

The team's cumulative GPA is 3.5. The basketball team finished in region 13-5, with an overall score of 18-8; in the Eastern Pennsylvania Athletic Conference (EPAC), they finished 11-3. The notable athletes were NJCAA Region 19 DIII Men's Basketball All-Region First Team, Khalif Washington; EPAC DIII Men's Basketball All-Conference First Team, Teriq Chapman and Khalif Washington; and EPAC DIII Men's Basketball All-Conference Second Team, Brince Shelton. The athletic department looks forward to having Brince Shelton return. However, Teriq Chapman and Khalif Washington have exhausted their second year of eligibility.

Trustee Epps and Trustee Clancy asked why the two athletes lost their eligibility and where they would be playing next. Dr. Grace explained that the student-athletes receiving associate's degrees can transfer and play at a four-year institution. Khalif Washington was offered two scholarships: one for Shippensburg University and the other for Lincoln University.

Dontae Amin Bacon then spoke. He is a full-time student majoring in health care studies and will graduate with the class of 2025. He aims to pursue a bachelor's degree in public health at Temple University. He is a nontraditional college student. While studying at the College, he joined CME to do fellowships with like-minded individuals and found the program helpful. Through his membership, he has gained confidence. During his second semester at the College, he was awarded the Joseph and Marie scholarship, which allowed him to be a dual-athlete as a cross-country runner and basketball player. While at the college, he volunteered in the Single Stop program, Snack Rack, Americore, and as a peer coach. He is incredibly grateful for the mentorship of Dr. Grace and Dr. Derrick Perkins.

Dr. Grace also provided information about a few athletes who were graduates of 2024. The three notable graduates were Ashely Steele and Clarence Codada, a first-generation graduate waiting to hear back from a Division II program as he continues his journey as an athlete. Daniel Alabi is an African native; he left to pursue business and no longer wants to be an athlete.

Trustee Epps asked what the strategy is to ensure the success stories of athletes are transferred to the Alumni Association and whether there is a strategy to use those success stories to help bolster student enrollment as we advance. Dr. Grace informed the Board that success stories and information regarding alumni are shared with Dr. Rooney.

Trustee Posoff asked if there were mentoring programs for athletes. Dr. Grace stated that the Center for Male Engagement and the Women's Outreach Advocacy Center provide mentoring for student-athletes, as well as alumni who come back to speak to students.

Another successful CCP athlete alumnus is Nafees Norris, the first African-American student accepted into Thomas Jefferson University's Biopharmaceutical Process Engineering

master's program. He ran track at the College in 2013. Jamail Khan, who ran track at the College, later graduated from Swarthmore with honors and became a professor at the Community College of Philadelphia. Paula Urgiles-Chubb played women's basketball and later graduated from Drexel University with an engineering degree. Malik Gibson played basketball, graduated from CCP, and is now a Phlebotomist.

Trustee Clancy asked how competitive the tryouts were. Dr. Grace replied that over one hundred prospective students came for tryouts. The coaches here at the institution are also encouraged to recruit.

The meeting adjourned.

**COMBINED/HYBRID MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, September 18, 2024 – 9:00 AM**

Present for the Business Affairs Committee: Mr. Rob Dubow, (presiding and via zoom), Mr. Harold Epps (via zoom), Mr. Timothy Ford, and Pastor Jonathan Mason

Present for the Executive Committee: Mr. Harold Epps (presiding and via zoom), Ms. Ajeenah Amir (via zoom), and Ms. Chekemma Fulmore-Townsend (via zoom)

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

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

Mr. Dubow called the meeting to order at 9:05 AM. Mr. Dubow 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) Construction for Nursing/Respiratory Project (Action Item)

Mr. Eapen stated that this project is the construction for nursing simulation lab, respiratory lab and respiratory care lab. The design includes the creation of a new nursing simulation 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.

Mr. Eapen stated that the College issued RPF #10210 on May 29, 2024 via Penn Bid. No bids were received for HVAC and Plumbing.

Mr. Eapen stated that the College re-issued RFP #10211 on July 25, 2024. The pre-bid meeting was held August 6, 2024 and 6 bidders attended. The College received 3 bids for HVAC and 2 bids for plumbing. Below are the lowest responsible bidder fees by trade. Please see attachment B.

- HVAC: Tricon Construction Mgmt \$139,291
- Plumbing: Dolan Mechanical \$593,000

Ms. Henley presented the demographics for Dolan Mechanical and stated that they are located in Sicklerville, NJ. Dolan Mechanical has 22 employees and 10% are underrepresented minorities. Ms. Henley stated that Tricon Construction is located in New Castle, Delaware. Ms. Henley stated that they are a small company with 6 employees, with no underrepresented minorities, however they have one female employee. Ms. Henley stated that when she and Facilities met with both companies they confirmed that they would have subcontractors who are minority.

Mr. Epps stated that often times there are compliance issues, and asked how does the College assure they comply. Ms. Henley stated that they have reports that are given to each company for completion and it is brought up in construction meetings to review and explain their efforts. Mr. Dubow ask how regular are the reports. Ms. Henley replied that the construction meetings are once a week, and they discuss exactly where they are in the process because we want to have minority participation.

Mr. Wiggins added that his team walks around the site and have seen minority contractors working. Mr. Wiggins also stated that Trion is the General Contractor for the project and they hired a minority firm for their demo project. Mr. Wiggins stated that he has seen them working, and saw one Electrician and stated they are trying to keep up with their numbers.

Mr. Dubow asked Mr. Eapen about the budget. Mr. Eapen stated that the College will present to the Business Affairs Committee at the October meeting a three-year capital plan for the capital budget, and will have to re-balance for the next three years given the cost of some of the projects.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award the following: Trion Construction Management in the amount of \$139,291 for HVAC Construction; Dolan Mechanical in the amount of \$593,000 for Plumbing Construction. The Nursing Respiratory project will be paid from Capital Budget.

Action: Mr. Epps moved, and Mr. Dubow seconded the motion to recommend to the Executive Committee of the Board of Trustees the approval to award Trion Construction Management in the amount of \$139,291 for HVAC Construction; Dolan Mechanical in the amount of \$593,000 for Plumbing Construction. The Nursing Respiratory project will be paid from Capital Budget. The motion passed unanimously.

(2) Modular Enclosed Wall Systems Purchase – Various Locations (Action Item)

Mr. Eapen noted that this agenda item goes together with agenda item #3 (Purchase of Furniture). Mr. Eapen stated that the College is currently leasing office space at 1500 Spring Garden Street for Human Resources, Institutional Advancement, Marketing & Communications and Institutional Research. There are approximately 52 employees in that location. The annual cost of the lease is approximately \$300,000, and the lease expires in October 2025. The goal, in accordance with reducing the cost as Dr. General's instructed, is to find space on the main campus and move staff from 1500 Spring Garden to the main campus.

Staff seeks approval for the purchase of enclosed wall systems from CI Solutions for various offices being renovated to accommodate personnel vacating the offices from 1500 Spring Garden Street rental space. There are 36 new offices being created in 13 rooms. These wall systems provide moveable/reusable offices for personnel that can be reconfigured for future needs. The system provides walls, doors, windows, and power/data connectivity.

Mr. Eapen stated that the College will purchase this Haworth product through our CCP purchase agreement #81246 with a discount (approximately 72%) off Haworth Rush Program General Services Administration Contract GS-03F-057DA. Pricing includes installation.

Ms. Henley stated that CI Solutions has been a partner of the College for a very long time. They represent the Haworth line, and is a minority/female company located in Philadelphia in the Chestnut Hill area. CI Solutions has 7 employees, and has total 72% of underrepresented minorities.

Staff requests that the Business Affairs Committee recommend to the Executive Committee the purchase of the enclosed wall systems from CI Solutions in the amount not to exceed \$490,500. The purchase will be from the Capital Budget.

Action: Mr. Epps moved, and Mr. Ford seconded the motion to recommend to the Executive Committee of the Board of Trustees the approval to purchase the enclosed wall systems from CI Solutions in the amount not to exceed \$490,500. This project will be paid from the capital budget. The motion was passed unanimously.

(3) Purchase of Furniture (Action Item)

Mr. Eapen stated that staff seeks approval for purchase of furniture for respiratory care lab located in the West Building and S1SW office suites located in the Winnet Building.

The College will purchase the furniture through Omni Contract: OT0030352 Region 4 #R191808. Corporate Facilities, Inc. and CI solutions are both Minority-Owned Business enterprises. Pricing includes installation.

- Corporate Facilities, Inc. \$154,400

- CI Solutions \$269,000

Ms. Henley stated that Corporate Facilities, Inc. is located in Pennsauken NJ and are an MWBE firm with 90 employees of which 24% are underrepresented minorities.

Staff requests that the Business Affairs Committee recommend to the Executive Committee to award Corporate Facilities, Inc. in the amount of \$154,400 and CI Solutions in the amount of \$269,000 for the purchase of furniture. The purchase will be paid from the Capital Budget.

Action: Mr. Ford moved, and Mr. Epps seconded the motion to recommend to the Executive Committee of the Board of Trustees to award Corporate Facilities, Inc. in the amount of \$154,400, and CI Solutions in the amount of \$269,000 for the purchase of furniture. The purchase will be paid from the Capital Budget. The motion passed unanimously.

(4) New Gym Equipment (Action Item)

Mr. Eapen stated that the equipment in the gym is very old, and the College has challenges in servicing the equipment. The equipment in the gym is used by the students, faculty and staff. Staff seeks approval for the purchase of new Gym equipment. The Community College of Philadelphia Fitness Center is a vital part of the College community. As part of our health initiative, we strive to provide our students, faculty, and staff with a high-quality fitness experience. The importance of wellbeing is essential for our student's success and academic performance. Our fitness machines and weight room equipment are old and out of date.

The machines and weight room equipment have been utilized from the College population since 1993 with having LifeFitness representatives to come out to service multiple times over the years. The machines and strength training equipment are in dire need to be replaced. As part of the student's outreach and advocacy, they have provided pages of signatures to highly recommend that the College's Fitness Center receive a complete renovation.

Mr. Eapen stated that LifeFitness is a renowned fitness company that specializes in strength training equipment and machines. LifeFitness is a co-star vendor with over 35 years of providing colleges with state-of-the-art fitness equipment. Their history is deeply rooted and has been deemed as pioneers in athletics and performance. LifeFitness machines and strength training equipment is specifically designed to withstand intense and rigorous workouts. LifeFitness takes pride in providing a high-quality fitness experience for college students, faculty, and staff. The cost for the strength training machines and equipment is \$203,431. Mr. Eapen stated that the College in the past used to purchase equipment from LifeFitness, and the College has been very pleased and have checked with other Colleges, and they are also pleased with the quality of the product.

Ms. Henley stated that LifeFitness is a world-wide company. Ms. Henley also stated that in the past 17 years, we always used LifeFitness. Ms. Henley noted that it is also a compatibility issue as well, as the students are comfortable using this equipment.

Mr. Epps asked about the composition of LifeFitness Board and their C-Suite. Ms. Henley stated she made the request for information to LifeFitness, but the person was on a leave and Ms. Henley is working with someone else and will get that information at a later date. Mr. Epps stated that the information should be on their website. Ms. Marsia stated that she had checked their website and there is no information. Ms. Henley stated that their website is designed around the markets that they serve and their equipment. Ms. Henley stated that she will get the information. Mr. Dubow requested to receive the information before the next full Board meeting. Mr. Epps asked if they were publicly or privately owned. Ms. Henley stated that she did not know, and will provide that information as well.

Staff Requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the purchase of new gym equipment from LifeFitness in the amount of \$203,431. The purchase of the equipment will be taken from the Capital Budget.

Action: Mr. Epps moved, and Mr. Ford seconded the motion to the Executive Committee of the Board of Trustees the purchase of new gym equipment from LifeFitness in the amount of \$203,431. The purchase of the equipment will be taken from the Capital Budget.

(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, October 16, 2024 at 9:00 AM.

AGENDA
EXECUTIVE COMMITTEE – PUBLIC SESSION

Mr. Epps opened the Executive Committee at 9:14 am. Based on the Business Affairs Committee, the Executive Committee of the Board of Trustees motioned 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: Ms. Ajeenah Amir moved and Mr. Epps seconded the motion that the Executive Committee of the Board of Trustees award Trion Construction Management in amount of \$139,291 (HVAC) and Dolan Mechanical in the amount of \$593,000 (Plumbing) for the Construction for Nursing/Respiratory Project. The funds will be paid from the Capital Budget. The motion was passed unanimously.

Action: Ms. Ajeenah Amir moved and Mr. Epps seconded the motion that the Executive Committee of the Board of Trustees award CI Solutions in the amount not to exceed \$490,500 for the purchase of Modular Enclosed Wall Systems. The funds will be paid from the Capital Budget. The motion passed unanimously.

Action: Ms. Ajeenah Amir moved and Mr. Epps seconded the motion that the Executive Committee of the Board of Trustees award Corporate Facilities, Inc. in the amount of \$154,400 and CI Solutions in the amount of \$269,000 for the purchase of furniture. The funds will be paid from the Capital Budget. The motion passed unanimously.

Action: Ms. Ajeenah Amir moved and Mr. Epps seconded the motion that the Executive Committee of the Board of Trustees award LifeFitness in the amount of \$203,431 for the purchase of new gym equipment. The funds will be paid from the Capital Budget. The motion passed unanimously.

(2) Parking Policy Approval

General Counsel, in concert with numerous staff members, proposes revisions to the Parking Policy (#157) for the Executive Committee's review. The proposed revisions include updates to the terms used in the policy and the factual descriptions of the parking lots. General Counsel requests that the Executive Committee approves and recommends for approval to the Board of Trustees the revised Parking Policy (#157).

Action: Ms. Ajeenah Amir moved and Mr. Epps seconded the motion that the Executive Committee of the Board of Trustees approve the revised Parking Policy (#157). The motion passed unanimously.

The public session of the Combined Business Affairs and Executive Committees adjourned at 9:18 am.

COMBINED BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES EXECUTIVE SESSION

An Executive Session of the Combined Business Affairs and Executive Committees followed. Discussions took place on negotiations and personnel matter.

<u>ATTACHMENT A</u> FUNDING FOR ACTION ITEMS			
COMBINED MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES			
AGENDA: September 18, 2024			
Agenda No.	Vendor/Consultant	Amount	Source
1	Trion Construction Management (HVAC)	\$139,291	Capital Budget
1	Dolan Mechanical (Plumbing)	\$593,000	Capital Budget
2	CI Solutions	\$490,500	Capital Budget
3	Corporate Facilities, Inc.	\$154,400	Capital Budget
3	CI Solutions	\$269,000	Capital Budget
4	LifeFitness	\$203,431	Capital Budget

ATTACHMENT B

HVAC AND PLUMBING CONSTRUCTION PRICING

HVAC CONSTRUCTION PRICING

							DK CONSTRUCTION SERVICES, LLC			Dolan Mechanical, Inc.			Tricon Construction Management		
							Total Cost								
							Selected #								
							Selected (\$)								
								\$350,900			\$197,000			\$139,291	
							0				0			0	
							\$ 0				\$ 0			\$ 0	
#	Locked	Items	Selected	Lowest	Unit of Measure	Quantity Required	Unit Price	Total Cost		Unit Price	Total Cost		Unit Price	Total Cost	
1 Base Bid Pricing (1)															
#1-1	FALSE	Total Base Bid cost per the scope of work defined within the documents	\$ 0	\$139,291	LS	1		\$350,900	\$350,900		\$197,000	\$197,000		\$139,291	\$139,291

PLUMBING CONSTRUCTION PRICING

							DK CONSTRUCTION SERVICES, LLC			Dolan Mechanical, Inc.		
							Total Cost					
							Selected #					
							Selected (\$)					
								\$1,090,000				
								0				
								\$ 0				
#	Locked	Items	Selected	Lowest	Unit of Measure	Quantity Required	Unit Price	Total Cost		Unit Price	Total Cost	
1 Base Bid Pricing (1)												
#1-1	FALSE	Total Base Bid cost per the scope of work defined within the documents		\$ 0	#####	LS	1	\$1,090,000	\$1,090,000		\$593,000	\$593,000

ATTACHMENT C

REVISED PARKING POLICY (#157)

PARKING POLICY

Memorandum #157 Parking Policy

Revised: April 19, 2024, September 13, 2024

Date of Issue: December 20, 1996

Policy Holder: Associate Vice President of Budgets & Business Services

Community College of Philadelphia (The College) has limited parking for students, faculty, staff, and guests. The parking space allocation in all College facilities conforms to federal, state, and local laws. Parking spaces include those designated for the exclusive use of individuals that have a certified physical disability. In order to park in these designated spaces, vehicles must have a state-issued Persons with Disabilities license plate or a state-issued Persons with Disabilities placard. Vehicles parked in designated Persons with Disabilities spaces not displaying either of these items will be removed from the parking area at the owner's expense. College parking at all locations is on a space-available, first-come, first-park basis.

Main Campus Parking Facilities

- **17th Street Garage Parking**

The College provides a multi-level parking garage at the main campus for the exclusive use of its students, faculty, staff, and guests. A parking management company under the direction of the College's Office of Budgets and Financial Services manages this garage for the College.

- **Center for Business and Industry Garage Parking**

The College provides a multi-level parking garage at the main campus for the exclusive use of its students, faculty, staff, and guests. A parking management company under the direction of the College's Office of Budgets and Financial Services manages this garage for the College.

- **Outside Parking**

The College operates a street level parking lot for the exclusive use of its faculty and staff. This lot is managed by the College's Office of Budgets and Financial Services.

Northeast Regional Center Parking

The College operates a street level parking lot at the Northeast Regional Center for the exclusive use of its students, faculty, staff and guests. This lot is managed by the College's Department of Public Safety.

Northwest Regional Center Parking

Community College of Philadelphia operates a street level parking lot at the Northwest Regional Center for the exclusive use of its students, faculty, staff and guests. This lot is managed by the College's Department of Public Safety.

West Regional Center Parking

The College operates two street level parking lots at the West Regional Center for the exclusive use of its students, faculty, staff and guests with the exception of the limited parking per a License Agreement, as applicable. This lot is managed by the College's Department of Public Safety.

Special Circumstances Parking

Requests for special parking considerations for short-term physical injuries will be reviewed on a case-by-case basis by the Director of Diversity, Equity and Inclusion and Title IX Coordinator. The College may, from time to time, offer limited parking arrangements with community organizations or partners on a contractual basis.

President, Cabinet and Guest Parking

Community College of Philadelphia maintains a parking lot on 16th Street at the main campus for the President, the Cabinet, College vehicles, and specially-invited guest parking and other special needs of the College. This lot is managed by the College's Department of Public Safety.

Community College of Philadelphia is not responsible for damage and/or loss of the parker's vehicle or the contents therein due to fire, theft, natural disaster or other causes.

**COMBINED/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.

<u>ATTACHMENT A</u> FUNDING FOR ACTION ITEMS			
COMBINED MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES			
AGENDA: August 15, 2024			
Agenda No.	Vendor/Consultant	Amount	Source
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

VENDOR	RESULT
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



Daniel L. Homan, EA, MAAA
Principal



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:

	June 30, 2024	June 30, 2023
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:

	June 30, 2024	June 30, 2023
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:		
	2023	2021
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:		
	2024	2023
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:	2024	2023
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:		
1. Investment rate of return	2023 N/A	2021 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

Net OPEB Liability Assumptions

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.

Actuarial Standards of Practice

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

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

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 | <p>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.</p> <p>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.</p> <p>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).</p> <p>Surviving spouses must pay 100% of the premium for coverage without getting reimbursed for Medicare Part B premium if over 65.</p> <p>The college pays 100% of the premium for retired post-65 PT teachers and their spouses.</p> <p>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.</p> |

APPENDIX A - PLAN PROVISIONS (continued)

D. Monthly premiums¹

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

¹ 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
6. Interest rate

	Fiscal 2024	Fiscal 2023
	Valuation	Valuation
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

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 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.
- 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.
- 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.

APPENDIX D - GASB 75 SUMMARY FOR FISCAL 2024

	Total OPEB Liability	Plan Net Position	Net OPEB Liability (NOL)	NOL Discount Rate -1%	NOL Discount Rate +1%	NOL Trend - 1%	NOL Trend +1%	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense
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)

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.¹

Policy Name/Number	Description of Review	Policyholder	Approve By
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

¹ 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

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

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
Proceedings of the Meeting of the Board of Trustees
Thursday, September 5, 2024 – 2:30 p.m.
Isadore A. Shrager Boardroom, Room M2-1/Hybrid

Present: Mr. Harold T. Epps, presiding: Ms. Ajeenah Amir, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Timothy Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Sheila Ireland, Dr. Carol Jenkins, Pastor Jonathan Mason, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Donald Generals, Ms. Josephine Di Gregorio, Mr. Eapen, Dr. David Thomas, Dr. Mellissia Zanjani, Ms. Jasmine Sessoms, Dr. Shannon Rooney, Dr. Alycia Marshall, and Ms. Carolyn Flynn

(1) Executive Session

Mr. Epps stated that the Executive Session was devoted to a discussion of negotiations and legal matters. He stated that the Board will continue to discuss legal matters in the second Executive Session in addition to real estate and personnel matters.

(2) Meeting Called to Order

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

(3) Introduction of New Trustees

On behalf of the Board, Mr. Epps welcomed Mr. Tim Ford, Dr. Carol Jenkins, and Pastor Jonathan Mason, the new members of the Board of Trustees.

(4) Public Comment

Mr. Epps welcomed everyone in attendance at the meeting. He stated that 22 requests for Public Comment have been received. Mr. Epps stated that because of the number of requests, the presenters were told that they have two minutes for public comments. Mr. Epps asked that everyone be respectful of the time. Mr. Epps stated that he hoped that presenters would understand that if the Board has heard an issue from a presenter, it does not have to be repeated by others. In response to a question about recording the Board meeting, Mr. Epps stated that recording of Board meetings is not allowed in person or on Zoom.

The following individuals provided public comment:

- Jaritsa Hernandez-Orsini, student and incoming 2nd Vice President of Student Government Association, spoke on the need for student representation on the Board of Trustees and PHA housing experience.

- Eleanor Noszka-Kress, student, spoke on the cancellation of classes at the last minute, and issues with the bathrooms in the Library and Learning Commons.
- Tala Takealden, student, spoke on student representation on the Board of Trustees.
- Marissa Johnson-Valenzuela, faculty, English, spoke on student representation on the Board of Trustees and SEPTA Trans Pass for students.
- Jacqueline Jenkins, Classified Unit employee, (was not present, so her comment was read by Marissa Johnson-Valenzuela) spoke about the need for a salary increase and the impact of inflation.

Mr. Epps stated that the process for student representation on the Board is under consideration.

- Jamie Zigarelli, faculty, English and Treasurer, AFT Faculty Federation, spoke on funding from the City and support for the Federation's collective bargaining proposals.
- Frank Scales, student and incoming President of Student Government Association, spoke on student representation on the Board, SEPTA Trans Pass for students, and funding for the Student Government Association.
- Leslie Greenlee, adjunct faculty, English and Learning Lab tutor, spoke about the lack of office space for adjunct faculty.
- Nate House, faculty, English, discussed contract proposals for faculty and urged President Generals to sign the contracts.
- Linda Carr, faculty, Allied Health, discussed the need for smaller classes in order to give her undivided attention to students who are unprepared for college.
- Cynthia Colston, Classified Unit employee, discussed the low number of staff in the mailroom which causes her additional work and stress, and not being paid a living wage as she cannot afford the price of groceries.
- Charles Allison, faculty, English, spoke on the need for the College to provide SEPTA Trans Pass for students.

- Since Mallory Fix, Faculty, English, could not attend the meeting, Carolyn Flynn, General Counsel, read her letter, for two minutes, regarding a retirement plan correction notification letter that she received and her questions related to it.

(5) Board Elections

Mr. Clancy reported that at the June 6, 2024, Board meeting, he presented the following slate of Board Officers for 2024-2025:

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

Mr. Clancy stated that since the June Board meeting, Dominique Ward has transitioned off of the Board. Therefore, Mr. Clancy, presented the following slate of Board Officers for 2024-2025 for Board approval:

Chair	Harold T. Epps
Vice Chair	Roz McPherson
Vice Chair	Mindy Posoff
Secretary	Ajeenah Amir

Mr. Clancy moved, with Ms. Ireland seconding, that the Board accept the slate of Board Officers for 2024-2025. The motion carried unanimously.

(6) Report of the President

(a) Academic Year Fall Reopening

Dr. Generals welcomed the Board to the second week of the fall semester. He stated that Professional Development Week took place August 26-29, 2024. This year's theme was *Building the Bridge: Cultivating Relations to Promote Improved Student Outcomes*. Dr. Generals stated that Scott Van Pelt, co-author of *The Great Upheaval: Higher Education's Past, Present, and Uncertain Future*, was the keynote speaker. Dr. Generals stated that following the keynote speaker, a workshop was held on strategic planning in which College faculty and staff participated.

Dr. Generals stated that the College had a successful opening for fall. Classes began on September 2, 2024. Students were in a good mood and glad to be back on campus. Dr. Generals commended Dr. Rooney and her team for their work in the recruitment of students.

(b) Enrollment

At the request of Dr. Generals, Dr. Lipscomb provided a preliminary report on enrollment. Regarding summer enrollment, Dr. Lipscomb stated that there is an uptick in new students and that returning students are up by 13%.

Dr. Lipscomb stated that fall enrollment is up 8% in headcount and 8% in credit hours. He stated that there is a 3% uptick for fall in returning students and that new students are up by 20%.

Dr. Generals commended the faculty, Dr. Marshall, and her team for their excellent work on retention.

(c) Update on Strategic Plan

Dr. Generals provided a presentation (**Attachment A**) on strategic planning. He reminded the Board regarding the *Strategic Plan 2017-2025*. He stated that the plan will sunset in 2025. Dr. Generals provided highlights from the *2017-2025 Strategic Plan* and reviewed the goals for the plan which were supported by 6 pillars. Dr. Generals also provided a detailed report on the accomplishments for each of the Pillars in the Strategic Plan.

Dr. Generals reviewed the process for the *2025-2030 Strategic Plan*, which began in 2022 with the Board and Cabinet presentation on *The Great Upheaval* and followed by the Board Retreat. Dr. Generals stated that stakeholder sessions were held in spring 2023 and thematic goals linked to the pillars were developed in fall 2024. Dr. Generals stated that a draft of institutional goals was developed in spring 2024. He stated that the goal focus for the *2025-2030 Strategic Plan* are Achievement and Success; Equitable Outcomes; Access; Workforce; and Long-term Success. Dr. Generals stated that the Board will review and give feedback on strategic planning in October. He stated that the Board will be asked to review and take action on the *2025-2030 Strategic Plan* in spring 2025.

(d) Municipal College

At the request of Dr. Generals, Dr. Thomas provided an overview (**Attachment B**) of the City College for Municipal Employment (CCME). He stated that CCME is funded by the City and is a partnership with the School District of Philadelphia, Philadelphia Works, and the College. Dr. Thomas stated that this initiative will train and educate Philadelphians to work and serve in critical areas of City government with good paying jobs, healthcare, and retirement benefits. Dr. Thomas stated that the targeted launch is October 2024 with an enrollment of up to 75 students for fall 2024 in CCME credit-free pathways, and up to 75 students in spring 2025 in additional credit pathways. Dr. Thomas also discussed eligibility, staffing, marketing, communication, and outreach for CCME.

(e) Foundation Report

Dr. Zanjani called attention to the Report on Grants and Gifts which was included in the Board meeting materials. She stated that the report reflects the period of July 1, 2024 through July 31, 2024. Dr. Zanjani stated that for public/governmental fundraising, no dollars were received from public sources as of July 31, 2024. For private/philanthropic fundraising, Dr. Zanjani stated that to date, a total of \$629,369 was received versus \$1,077,669 at this time last year.

Dr. Zanjani reported on the following additional grants and gifts received by the Foundation:

- The Joseph and Marie Field Foundation paid \$200,000 of a \$1,000,000 pledge for the Field Opportunity Scholarship.
- The Wanamaker Institute of Industries awarded \$108,000 for the Wanamaker Scholarship.
- The Berkman Family Charitable Fund awarded \$30,000 for Workforce Faculty stipends and \$50,000 for Student Emergency Funds of 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.
- The MetLife Foundation awarded \$30,000 for student emergency funds.
- The Philadelphia 76ers awarded \$25,000 for Power Up Your Business alumni.
- The Philadelphia Energy Solutions Refining and Marketing LLC/Hilco Redevelopment Partners awarded \$25,000 on a \$250,000 pledge for the Hilco Helps Scholarship.

Comprehensive Major Gifts Campaign

Dr. Zanjani reported that the Institutional Advancement staff continue to raise significant funds in support of the campaign. She stated that the next two-thirds of the campaign is to engage the Board, the Board volunteers, and other as we move toward the public phase of the campaign. Dr. Zanjani stated that the Board will receive an overview and timeline for the campaign as we move to the volunteer phase. She stated that the volunteer phase will start with the two Boards making their campaign pledge this fall and the College leadership as we prepare for the public launch at the 2025 Black Gold Gala.

Dr. Zanjani provided the following report on behalf of Dr. Ellyn Jo Waller who was in transit. She stated that the Presidents and the Pastor event is scheduled for Friday, November 15, 2024, at 7:00 p.m. in the Bonnell Building Auditorium. She stated that Dr. Generals, Dr. Alyn Waller, and Dr. Ron Matthews will be back to perform on stage, along with an opening

performance from the Student Jazz Ensemble. Dr. Zanjani stated that prior to the concert, a special pre-event reception exclusively for Foundation donors is scheduled for 5:30 p.m.

Dr. Zanjani reported that the 2025 Black and Gold Gala will be held on June 12, 2025.

Dr. Zanjani reported that the Community College of Philadelphia Alumni Association is inviting Board members to stay after the November 7, 2024 Board meeting for the Annual Alumni Reunion Dinner at 5:30 p.m.

Giving and Getting

Dr. Zanjani reported that the friendly competition between the two Boards continues. As of June 30, 2024, 85% of the Foundation Board of Directors and 77% of the Board of Trustees made a gift. Since July 1, 2024, and as of September 3, 2024, 5.3% of the Foundation Board of Directors and 13.3% of the Board of Trustees have made a gift. Dr. Zanjani stated that she looked forward to connecting with members of the Board to increase participation to 100%.

On behalf of Dr. Waller, Dr. Zanjani welcomed the new members of the Board of Trustees.

(7) Student Outcomes Committee

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on June 6, 2024. She noted that one of the important things that the Committee does are program reviews. Ms. Fulmore-Townsend commended staff for doing excellent work this year in providing excellent programs for our students.

Ms. Fulmore-Townsend reported that the Committee reviewed the Dental Hygiene Associate in Applied Science Program review. She stated that Dental Hygiene is a very successful and accredited program. Ms. Fulmore-Townsend stated that the graduation rate is 97% and that students find employment upon graduation. Ms. Fulmore-Townsend stated that the Dental Hygiene field is expected to grow 7% faster than all other professions. She stated that the mean pay in 2023 for a hygienist after graduation was \$87,000. Ms. Fulmore-Townsend stated that one of the highlights of the program is the free service it provides for over 800 patients in the tri-state area annually via the program Dental Hygiene clinic. Ms. Fulmore-Townsend stated that there is a racial disparity across the board in selective admissions programs. She stated that this issue is currently being addressed through the healthcare task force.

Ms. Fulmore-Townsend stated that the Committee heard from students and faculty in the program who discussed their positive experiences in the Dental Hygiene Program.

Ms. Fulmore-Townsend stated that the Committee was recommending approval of the Dental Hygiene Program for 5 years. She congratulated faculty and staff on their successful work and their efforts to increase enrollment and retention in the program. Ms. Fulmore-Townsend stated that this item is part of the Consent Agenda for Board approval.

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

Ms. Posoff reported that the items that the Business Affairs Committee discussed on June 24, 2024 were part of the Consent Agenda for Board approval.

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

Ms. Posoff reported that the items that the Business Affairs Committee discussed on July 17 and August 15, 2024 were part of the Consent Agenda for Board approval.

(10) Workforce Subcommittee

Ms. Ireland reported that the Workforce Subcommittee met on August 21, 2024. She stated that the Workforce Subcommittee acknowledged Dr. Linda Powell for stepping into the role of Associate Provost. Ms. Ireland stated that the Subcommittee discussed some of the challenges in finding instructors in Career and Technical Education.

Ms. Ireland stated that the Workforce Subcommittee was provided with an update on the CATC Advanced Manufacturing program recruitment strategies, the CNC students who graduated in 2024, and the Toyota T-Ten Program and Auto Tech. She stated that the Subcommittee also reviewed an update on the Credible Messenger Academy and the Google Certificates program.

Ms. Ireland reported that the Subcommittee was provided with a report on enrollment marketing initiatives; an update on the Junior STEM Academy; and an update on the City College for Municipal Employment (CCME).

(11) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions, Meeting of June 6 and June 24, 2024
- (b) Grants and Gifts
- (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

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

(12) Report of the Chair

(a) Recognition of Prior Board Members

Mr. Epps stated that a gift has been sent to Mr. Tyrell McCoy and Ms. Dominique Ward thanking them for their service as members of the Board of Trustees.

(b) Committee Chair Appointments

Mr. Epps reviewed and discussed the Committee and Chair Assignments for 2024-2025. He asked that members of the Board contact him should they have any questions or comments regarding the assignments.

(c) Association of Community College Trustees
Leadership Congress, October 23-26, 2024
Seattle, Washington

Mr. Epps stated that the Association of Community College Trustees Leadership Congress is scheduled for October 23-26, 2024, in Seattle, Washington. He stated that he is unable to attend this year's Congress. Mr. Epps encouraged members of the Board to attend the Congress as well as the National Legislative Summit which is scheduled in Washington, DC February 9-12, 2025.

(13) Old Business

There was no old business discussed at the meeting.

(14) New Business

There was no new business discussed at the meeting.

(15) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, October 10, 2024, (Committee of the Whole) at 2:30 p.m. at the Career and Advanced Technology Center, Room 341. The meeting will be in person. No Zoom option will be available.

The in-person Executive Committee (if needed) will be held at 4:00 p.m. on Wednesday, October 9, 2024, at the Career and Advanced Technology Center, in Room 341. The in-person dinner and presentation will be held on October 9, 2024, at 5:30 p.m. in Room 341. No Zoom option will be available.

The meeting adjourned at 5:15 p.m.

(16) Executive Session II

The Board convened in Executive Session to continue their discussion of legal matters, real estate, and personnel matters.



ATTACHMENT A



President's Report

Presentation to Board of Trustees
September 5, 2024



COMMUNITY COLLEGE OF PHILADELPHIA

Strategic Plan 25-30

RISE FROM WITHIN



Evolving from Impact 2025 into 2030

Today we take the next step toward planning through 2030. We will look back to highlighted initiatives from Impact 2025, review the timeline to completion for our next strategic plan, and prepare to discuss the macro forces acting on higher education we should consider in our 2030 planning.



Goal progress from Impact 2025

- Goal 1: Increase credit and non-credit enrollment by 20%
 - Pandemic effects
 - Fall 2024: Up 7%
- Goal 2: Double the graduation rate
 - Movement from 13% in 2017 to 26% in 2024
- Goal 3: Double the number of opportunities for students to enroll in career programs
 - Advanced manufacturing, CNC, dental technician, auto technology



COMMUNITY COLLEGE OF PHILADELPHIA

Celebrating highlights from Impact 2025

RISE FROM WITHIN



The student experience

- Guided Pathways implementation
- Expanded technologies
- Catto scholarship
- New academic programs





The student experience



Dual enrollment growth, PHA housing initiative





The student experience



Laptop loaner program, Catto scholarship





COMMUNITY COLLEGE OF PHILADELPHIA

Workforce development

- Advanced manufacturing
- Contract training
- Corporate college





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Workforce development



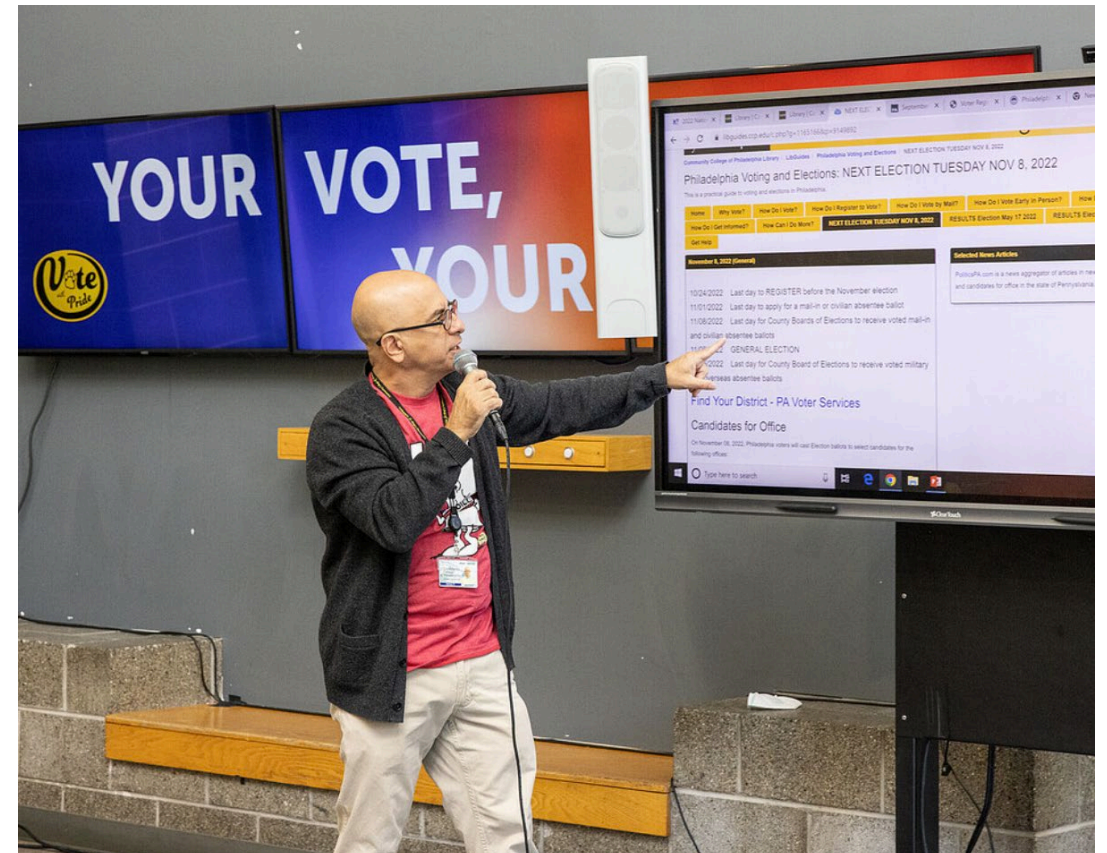
Power Up Your Business growth, CATC opening





External and community relations

- Voter registrations
- Dual enrollment and middle college
- Adopt-a-school program
- Civic engagement
- Power Up
- Center 1968





External and internal community relations



Center 1968, CCP Votes



External and internal community relations



Corporate Volunteer Council, Adopt-a-School





COMMUNITY COLLEGE OF PHILADELPHIA

External and internal community relations



Record clearing and pardon clinics, Jr. STEM camp



COMMUNITY COLLEGE OF PHILADELPHIA

External and internal community relations



Rise from Within Rebrand block party, kids book



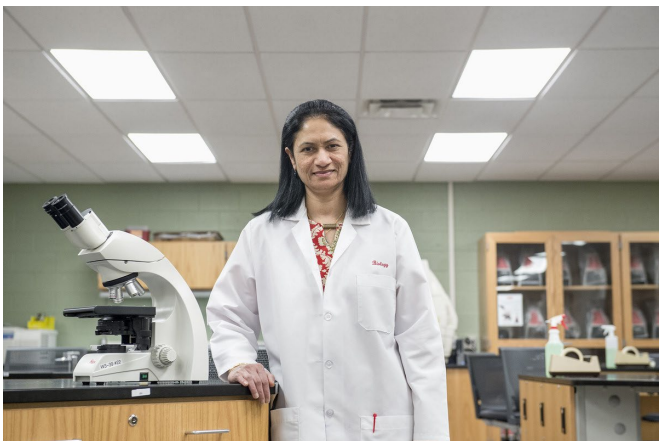
World-class facilities

- CATC
- Library Learning Commons
- Renovated labs
- Saxbys
- Student commons
- Simulated nursing lab





World-class facilities



Biology labs, LLC, Saxbys



COMMUNITY COLLEGE OF PHILADELPHIA

World-class facilities



Campus branding refresh



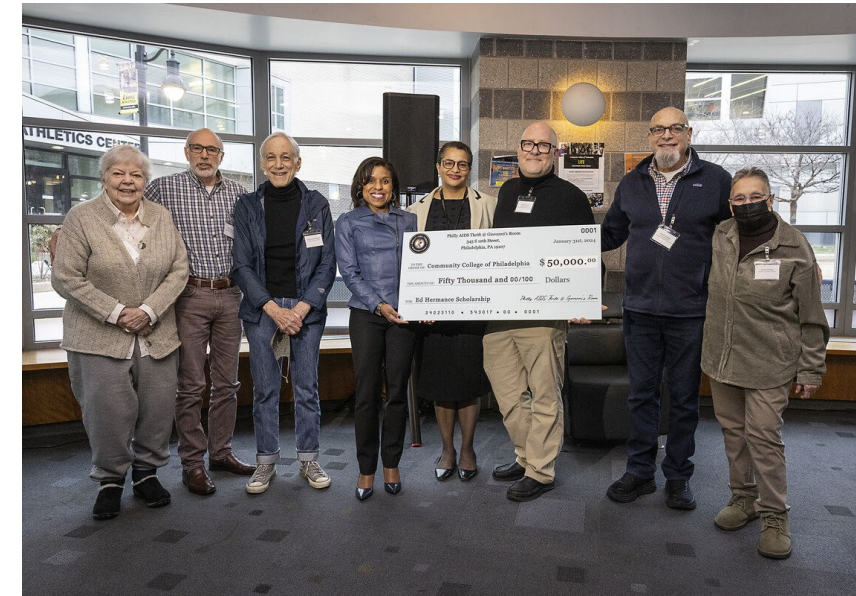
Fiscal stability and sustainability

- One tuition increase since 2017
- HEERF distributions
- Institutional Advancement, in partnership with the CCP Foundation has raised over \$36 million dollars from private and philanthropic sources
- Institutional Advancement, in partnership with faculty and staff, have raised over \$50 million dollars from competitive public and governmental funding sources





Fiscal stability and sustainability

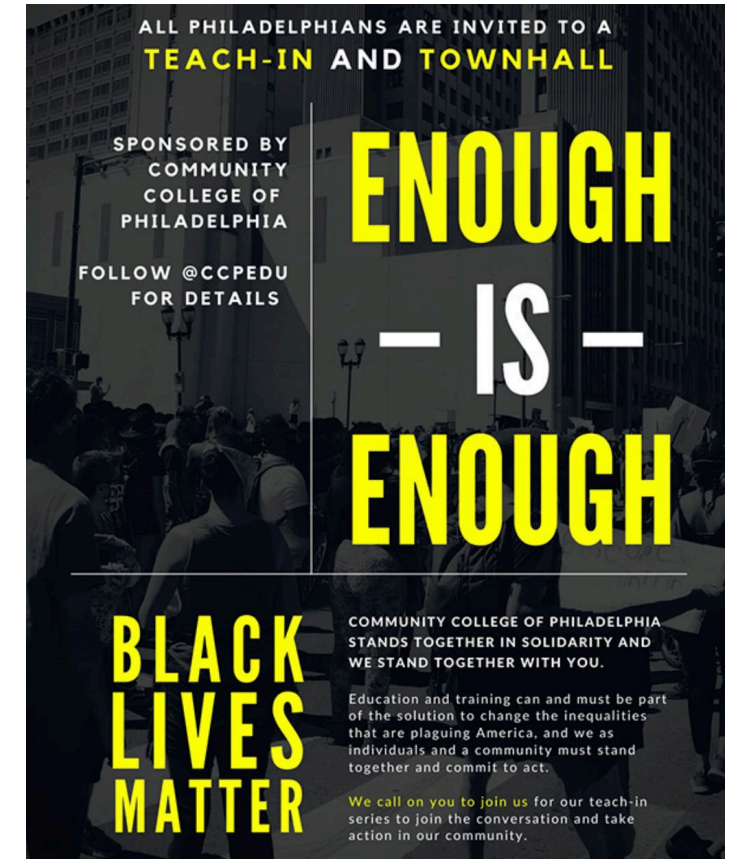


Fundraising success, HEERF distribution



Diversity, equity and inclusion

- Enough is Enough
- Diversity fellowship program
- Black Male Engagement Conference:
Educate, Engage, Empower
- Addition of gender neutral bathrooms
- Private lactation suites





Diversity, equity and inclusion



Enough is Enough, Diversity Fellows, Black male engagement conference



Goal focus for 2025-2030

- Achievement and success
 - Supportive and dynamic environment for all learners that increases their achievement of relevant skills and completion of their goals
- Equitable outcomes
 - Close existing equity gaps using a data-informed approach, identifying and eliminating barriers while implementing solutions
- Access
 - Attract and retain learners who reflect the diversity of the city
- Workforce development
 - Meet the workforce needs of employers, and economic and civic needs of city
- Long-term success
 - Thrive in a changing educational environment with ongoing review and adaptation of financial model and enhancing value proposition



Process updates

Fall 2022

Board & Cabinet presentation on The Great Upheaval
Board Retreat

Spring 2023

College stakeholder sessions (faculty, staff, students)

Summer 2023

Synthesis of stakeholder feedback

Fall 2023

Identification of thematic goals linked to pillars
Board retreat

Spring 2024

Interviews of Cabinet members
External and internal scans
Draft Institutional Goals

Summer 2024

Leadership review Impact 2025 progress
Draft key performance indicators of tentative goals
Interviews of Board of Trustees Executive Committee

Fall 2024

Collegewide discussion of The Great Upheaval
Stakeholder Session (faculty & staff)
Board review and feedback – plan draft (October)
Town Hall first draft (Faculty & Staff)
Student draft review at Pizza with the President

Spring 2025

Board review and action
Publication and communication of new strategic plan



COMMUNITY COLLEGE OF PHILADELPHIA

Summer + Fall enrollment

RISE FROM WITHIN

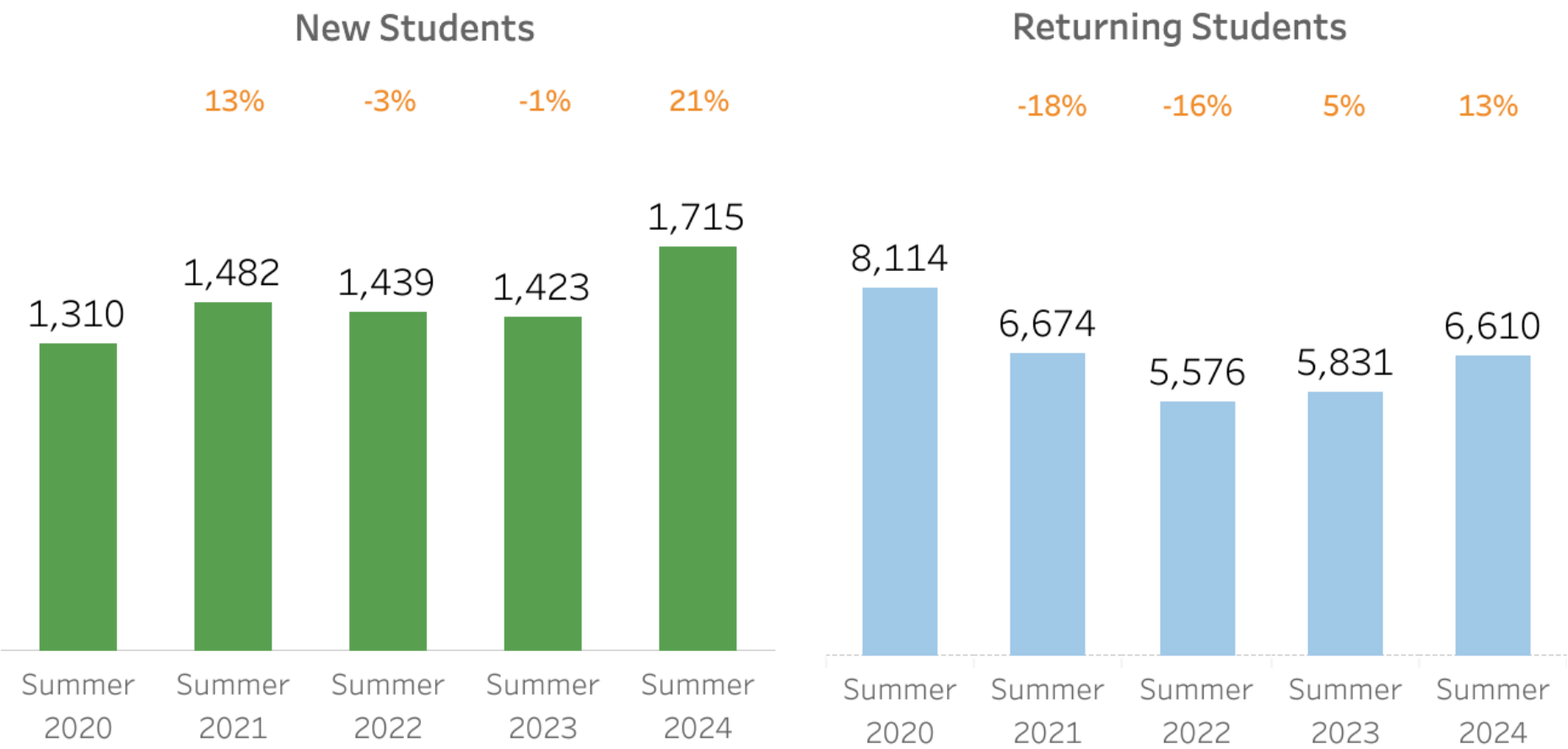


Summer Overall Enrollment

<div>(All) ▾</div>	Summer 2020	Summer 2021	Summer 2022	Summer 2023	Summer 2024
	9/8/2020	9/7/2021	9/6/2022	9/5/2023	9/3/2024
YoY % Difference		-13%	-14%	3%	15%
TOTAL HC	9,424	8,156	7,015	7,254	8,325
		-14%	-17%	4%	17%
CREDIT HOURS	43,198	37,313	31,013	32,106	37,624
		-22%	-29%	-2%	35%
FULL TIME	44	38	30	20	22
		-9%	-12%	3%	13%
PART TIME	9,380	8,118	6,985	7,234	8,303
		-13%	-17%	3%	17%
FTE	3,597	3,108	2,583	2,674	3,134



Summer Overall Enrollment



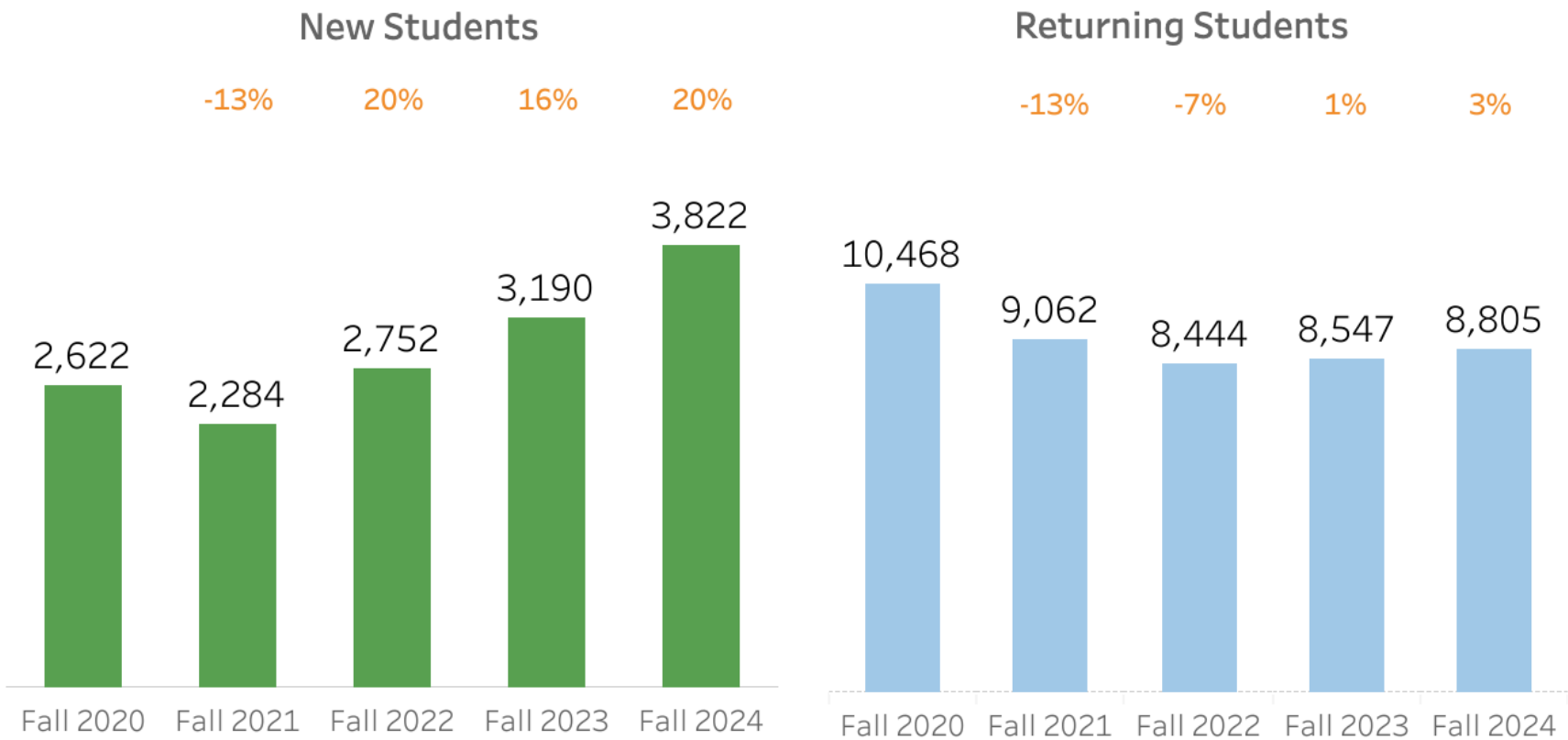


Fall Enrollment

	Fall 2020 9/8/2020	Fall 2021 9/7/2021	Fall 2022 9/6/2022	Fall 2023 9/5/2023	Fall 2024 9/3/2024
YoY % Difference		-13%	-1%	5%	8%
TOTAL HC	13,090	11,346	11,196	11,737	12,627
		-14%	-1%	7%	8%
CREDIT HOURS	117,519	101,075	99,643	106,597	115,502
		-13%	1%	10%	5%
FULL TIME	4,517	3,942	4,001	4,397	4,595
		-14%	-3%	2%	9%
PART TIME	8,573	7,404	7,195	7,340	8,032
		-14%	-1%	7%	8%
FTE	9,304	8,017	7,943	8,479	9,142



Fall Enrollment





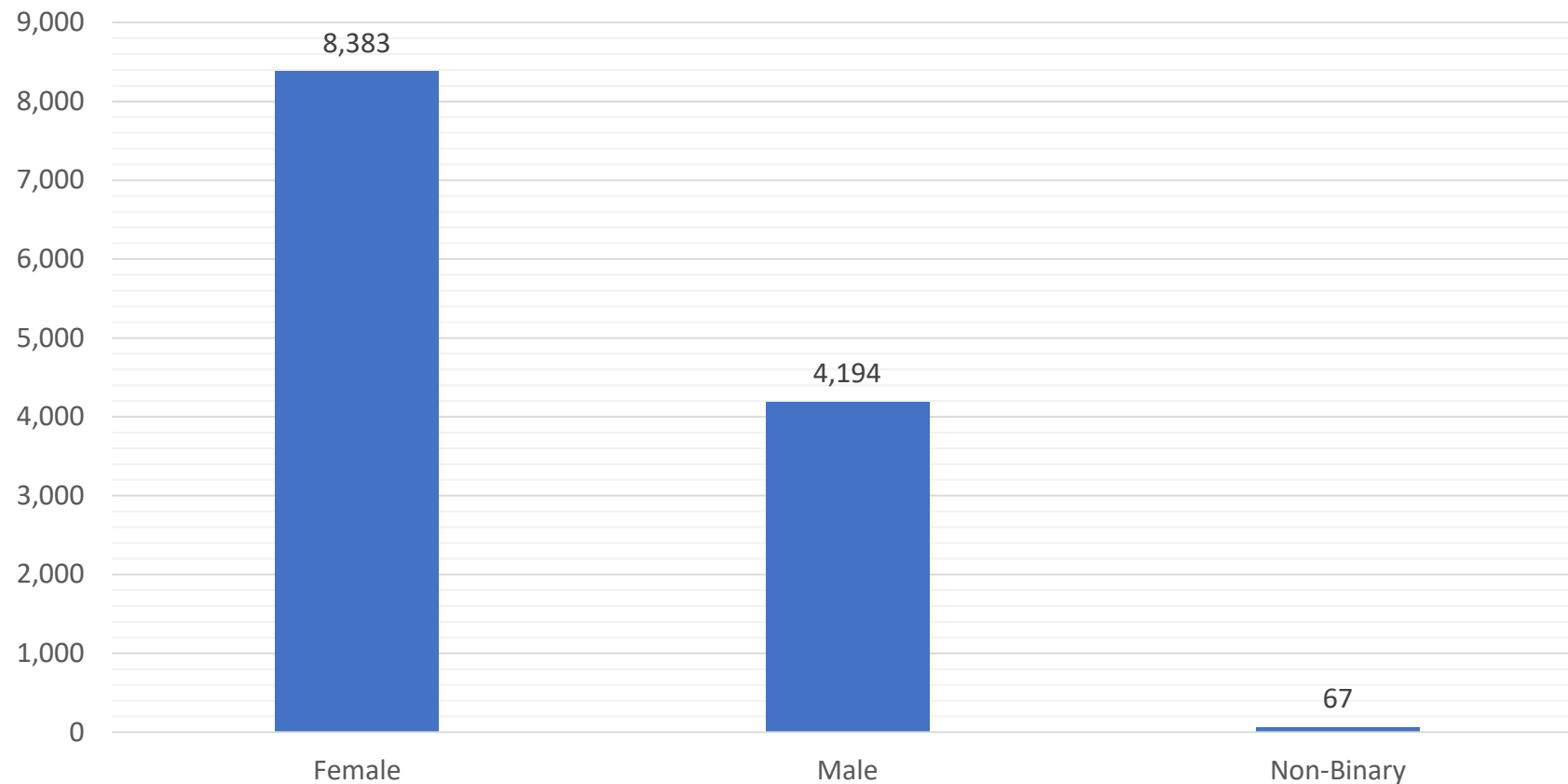
COMMUNITY COLLEGE OF PHILADELPHIA

Student population

RISE FROM WITHIN

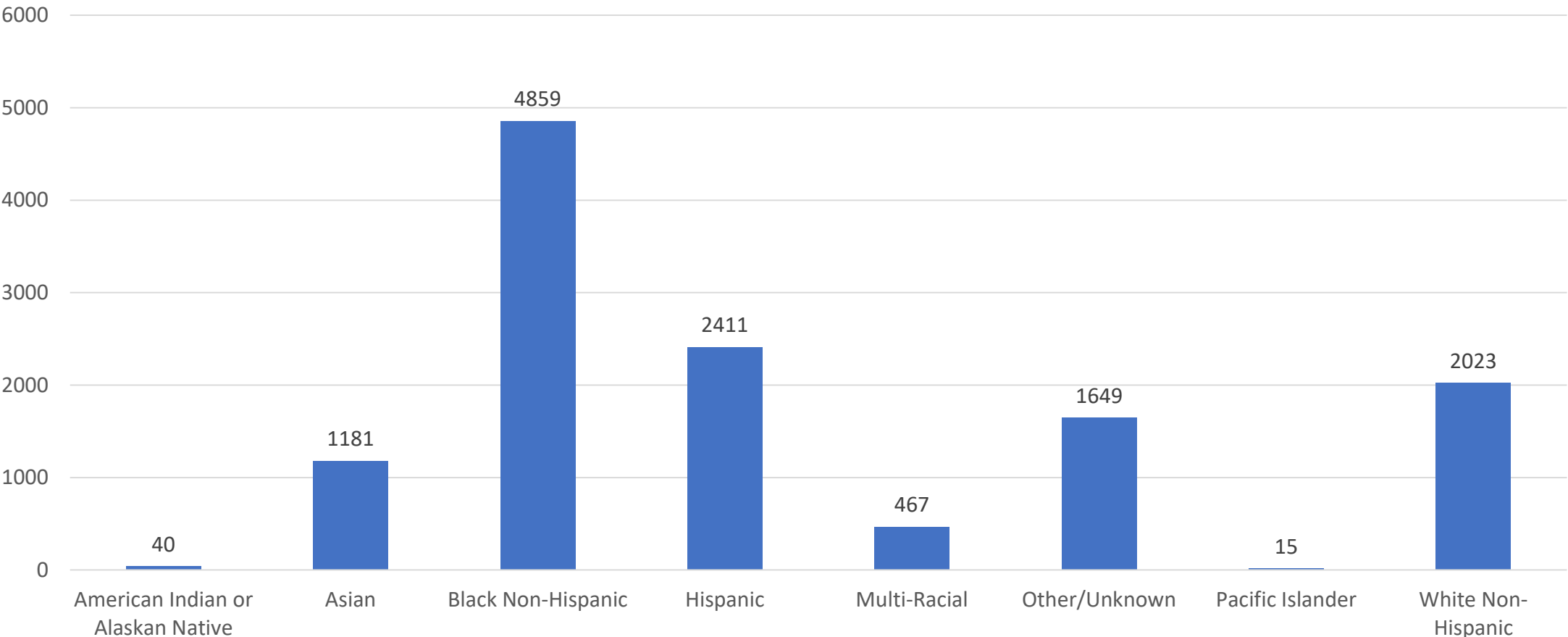


Fall '24 Enrollment by Gender



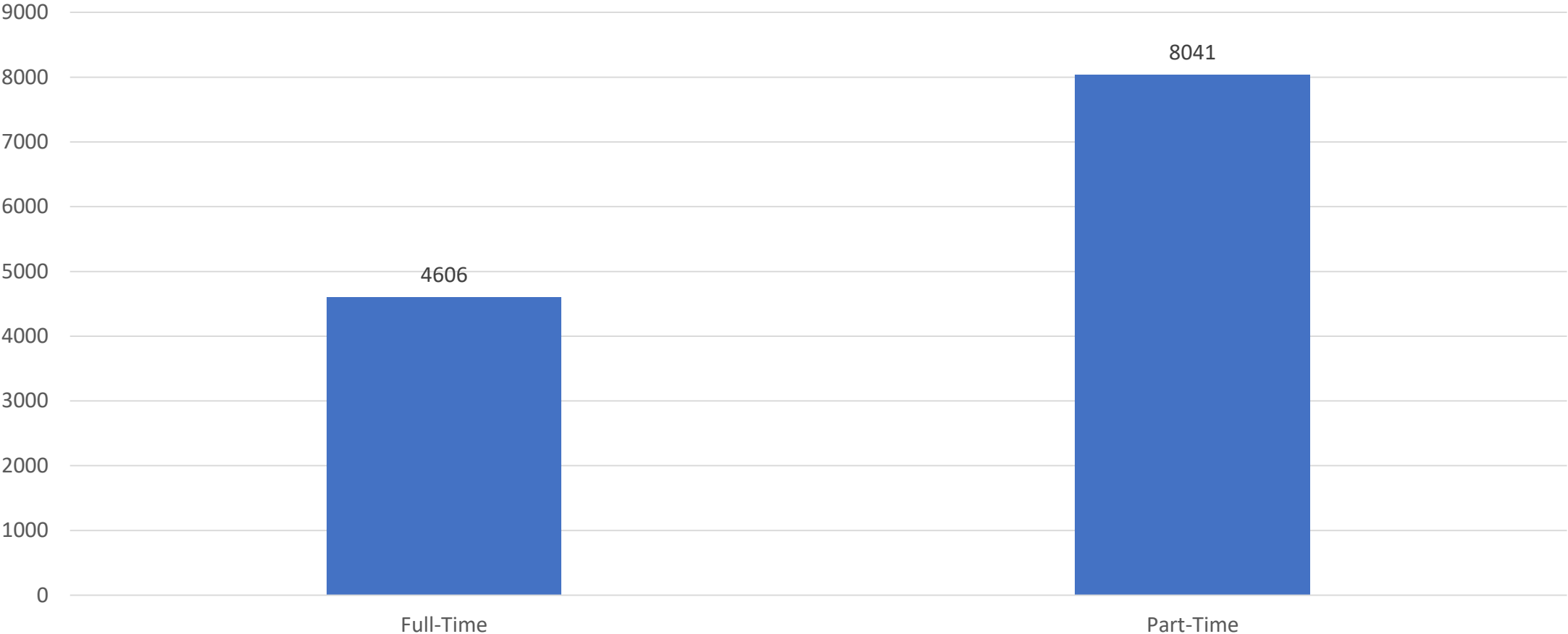


Fall '24 Enrollment by Race/Ethnicity



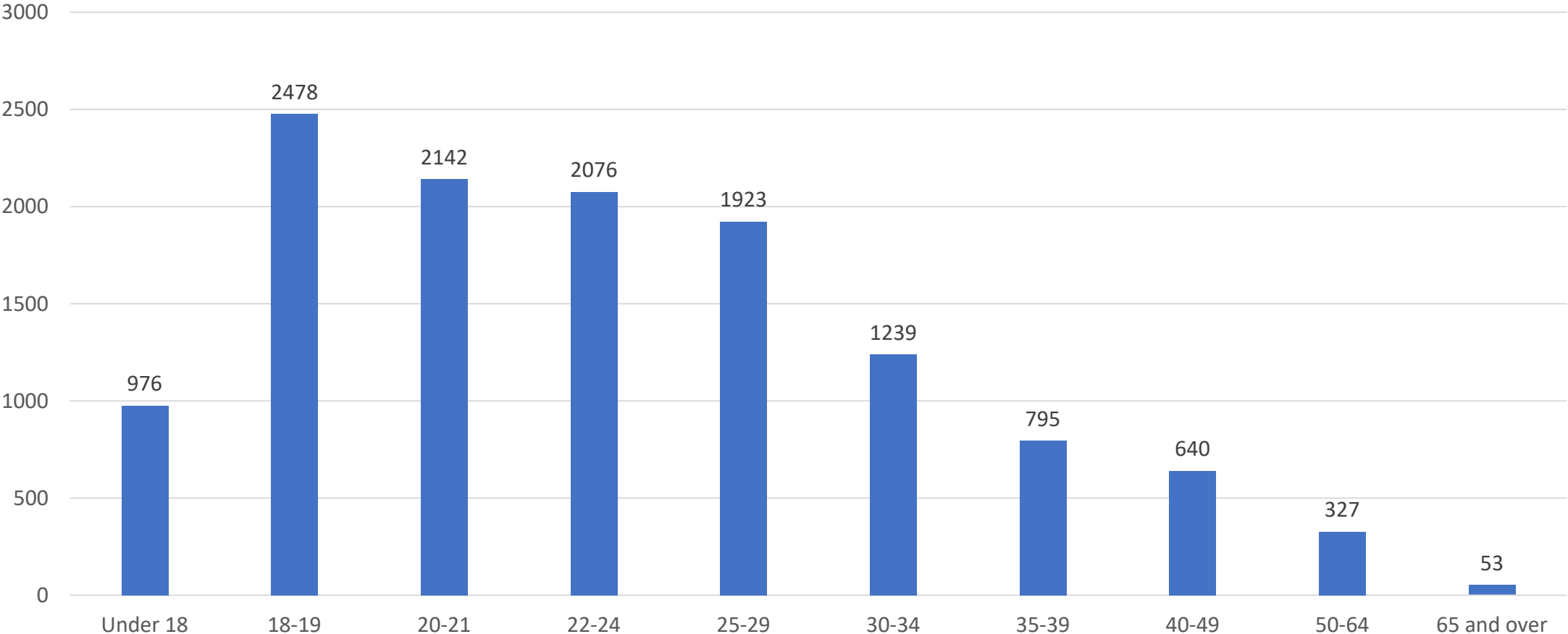


Fall '24 Enrollment by FT/PT Status



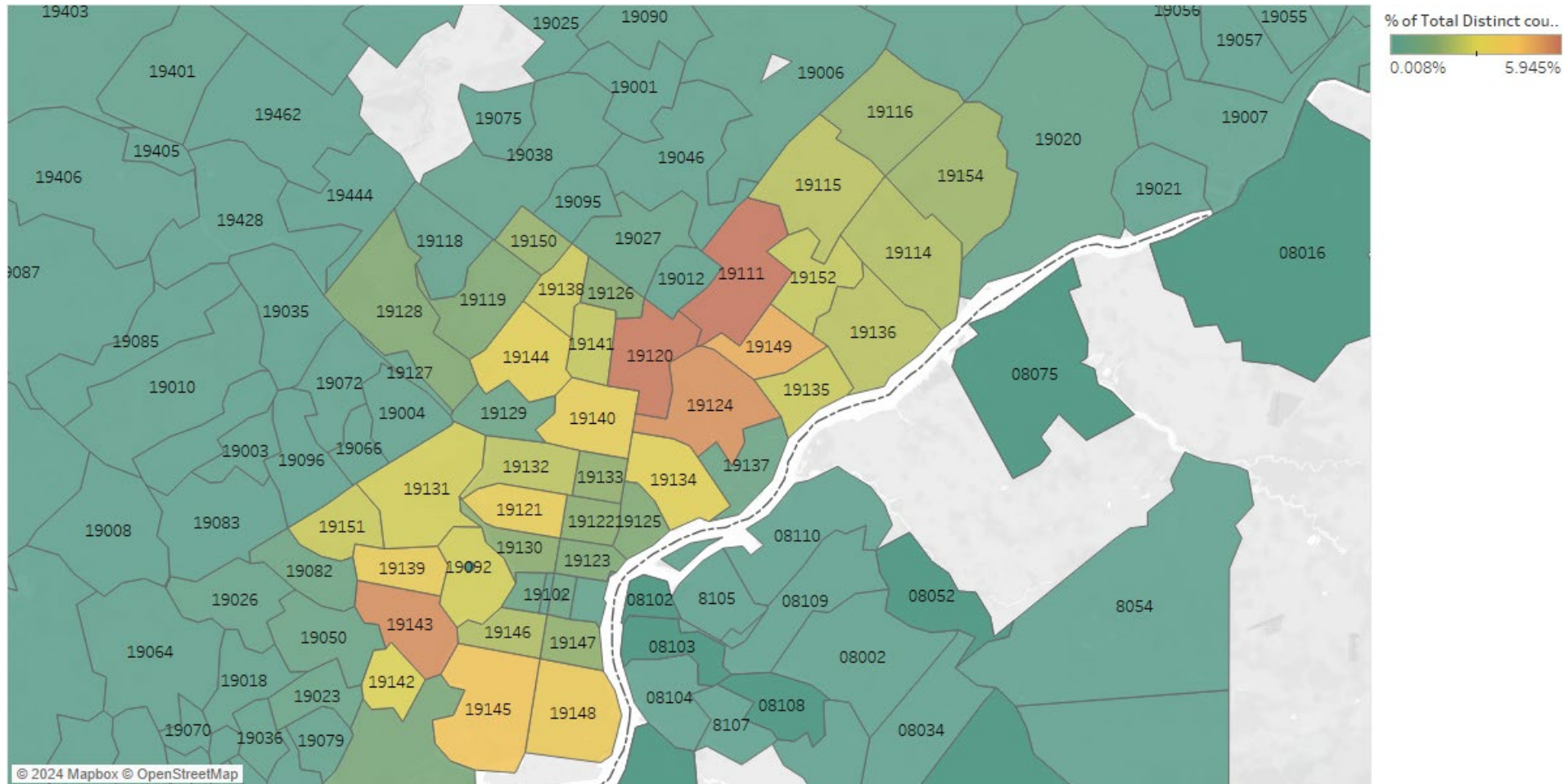


Fall '24 Enrollment by Age Category





Fall '24 Enrollment by Zip Code



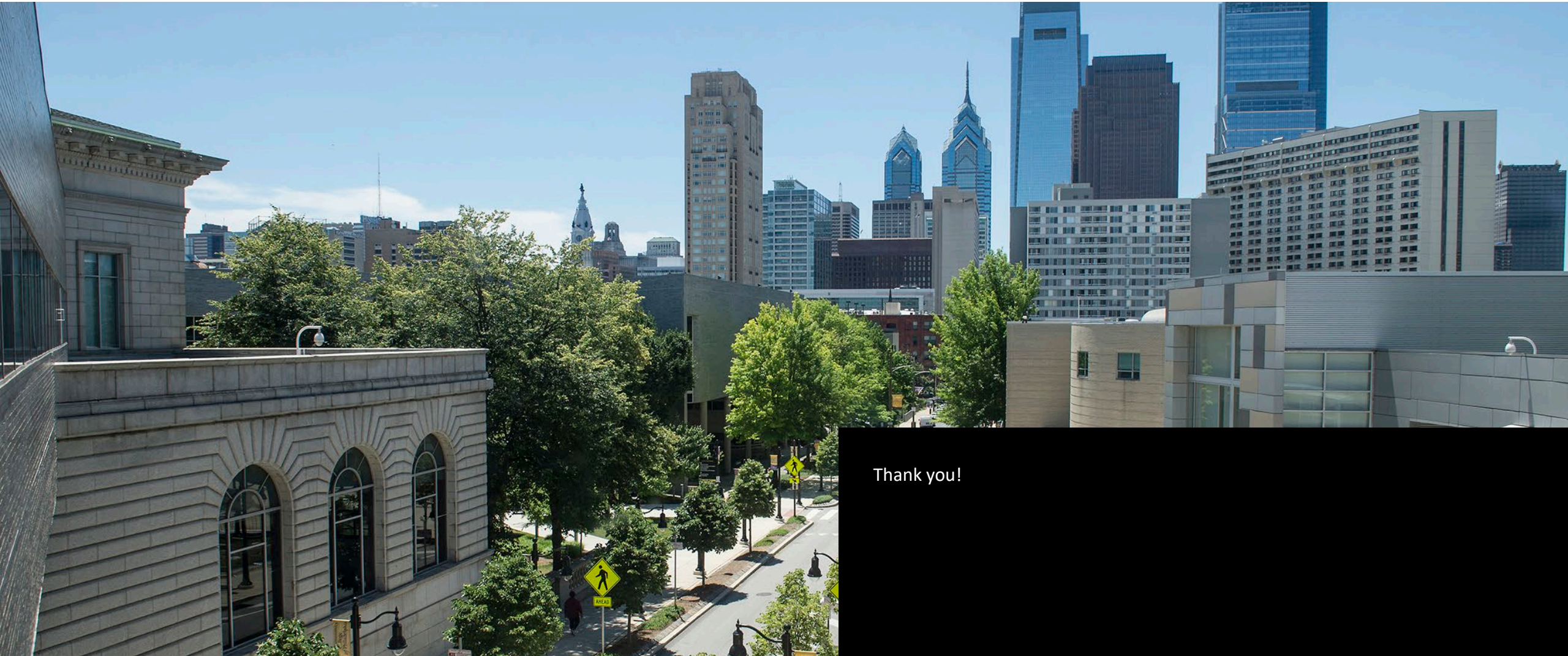


Additional notes on data

- Approximately 7% are Catto students (918)
- Approximately 7% are dual enrolled (902)
- Approximately 1.5% hold F-1 International Student visas (187)
- A deeper look at enrollment and application data can be found at the [College Fact Book](#)
- Graduation and other outcomes are also available [online](#)



COMMUNITY COLLEGE OF PHILADELPHIA



Thank you!

City College for Municipal Employment (CCME)

Mayor Parker's Vision

- First-in-the-region, partnership with CCP, School District of Philadelphia, and Philadelphia Works.
- City College for Municipal Employment (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

CCME Internal Planning

(a College-wide effort)

David Thomas and Jasmine Sessoms – CCME Planning Co-Leads

Division of Strategic Initiatives & Community Engagement (SICE):

Patience Lehrman

Seth Jacobson

Sarah Hill

Enrollment Management & Strategic Communications (EMSC):

Shannon Rooney

Darren Lipscomb

Kris Henk

Eric Shannon

Chris Lewis

Megan Lello-Fox

Nikki Sarpolis

Academic & Student Success (AaSS):

Alycia Marshall

April Voltz

Linda Powell

Lisa Sanders

Miranda Berger

CCME Program Overview



Eligibility:

- Philadelphia residency for the duration of CCME program enrollment
- 18 years or older by the anticipated date of CCME program graduation
- A high school diploma, or equivalent, by the anticipated date of CCME program graduation
- Expressed interest in employment with the City of Philadelphia
- Valid work authorization
- (For participants in credit programs) Enroll in a minimum of 6 credits per semester and commit to program completion in no more than 18 months

Enrollment Goal: Up to 75 enrollments in fall 2024 in CCME credit-free pathways - *Career Readiness, IT, Office Administrative Professional* and up to an additional 75 enrollments in spring 2025 in these plus additional credit pathways – *Auto Tech, Public Safety, Healthcare*

Target audiences: current CCP students, incoming CCP students, current City employees (for upskilling)

CCME Planning

MOU and Scope of Services – finalized by 9/10

Year 1 budget – finalized by City Finance and CCP week of 9/9

CCME office location for year 1: Center for Business and Industry, C1-15

Year 1 Staffing:

- Associate Director hired
- Student Success Navigator and Success Coach interviews underway
- Remaining position descriptions in progress for posting (Manager/Job Developer, P/T Office Admin, Work-Based Learning Specialist, Recruiter)

Marketing, Communications, Outreach:

- CCME interest form live (ccp.edu/ccmeinterest)
- Email and text communications to stop-outs and never-ins
- Presentations to current students in Auto Tech scheduled for week of 9/9
- Planning of launch events in partnership with City underway (one in fall, one in spring)

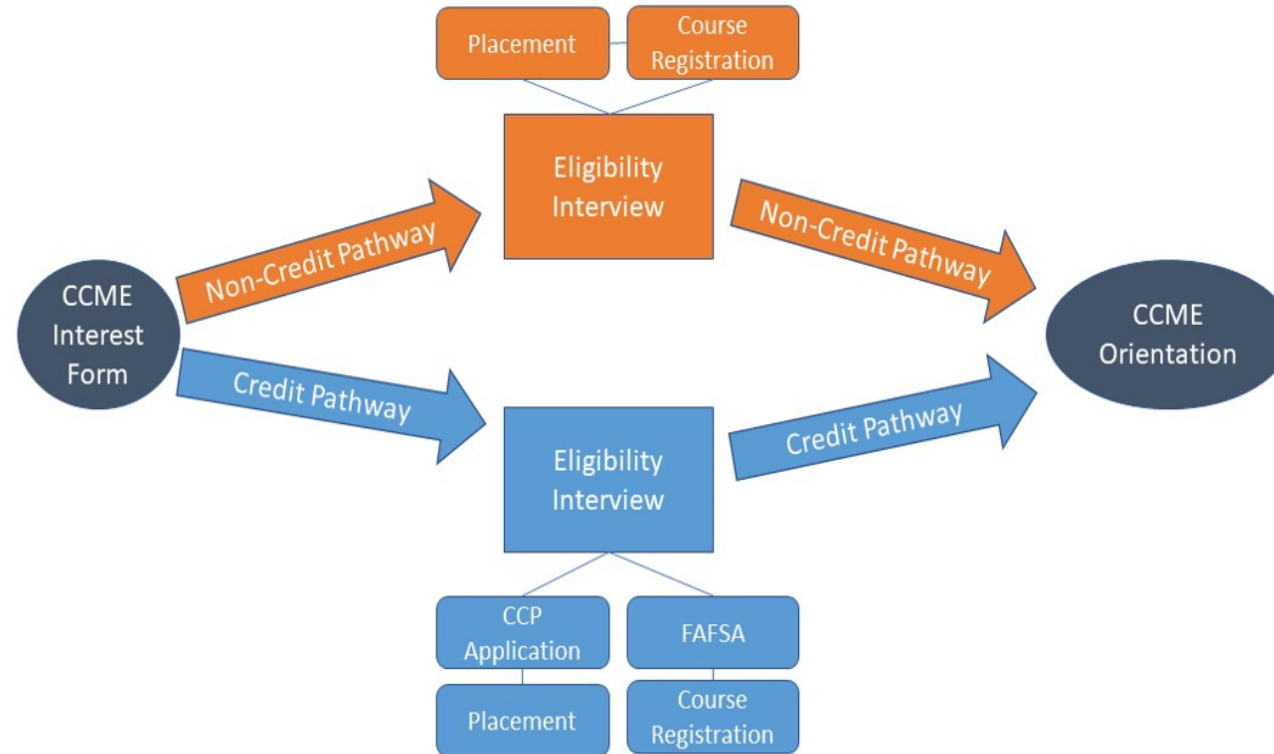
Enrollment and Intake:

- Enrollment, Intake, and Achievement Incentive disbursement processes created
- Participant Agreement forms created
- Orientation sessions – week of 9/23 through fall semester)

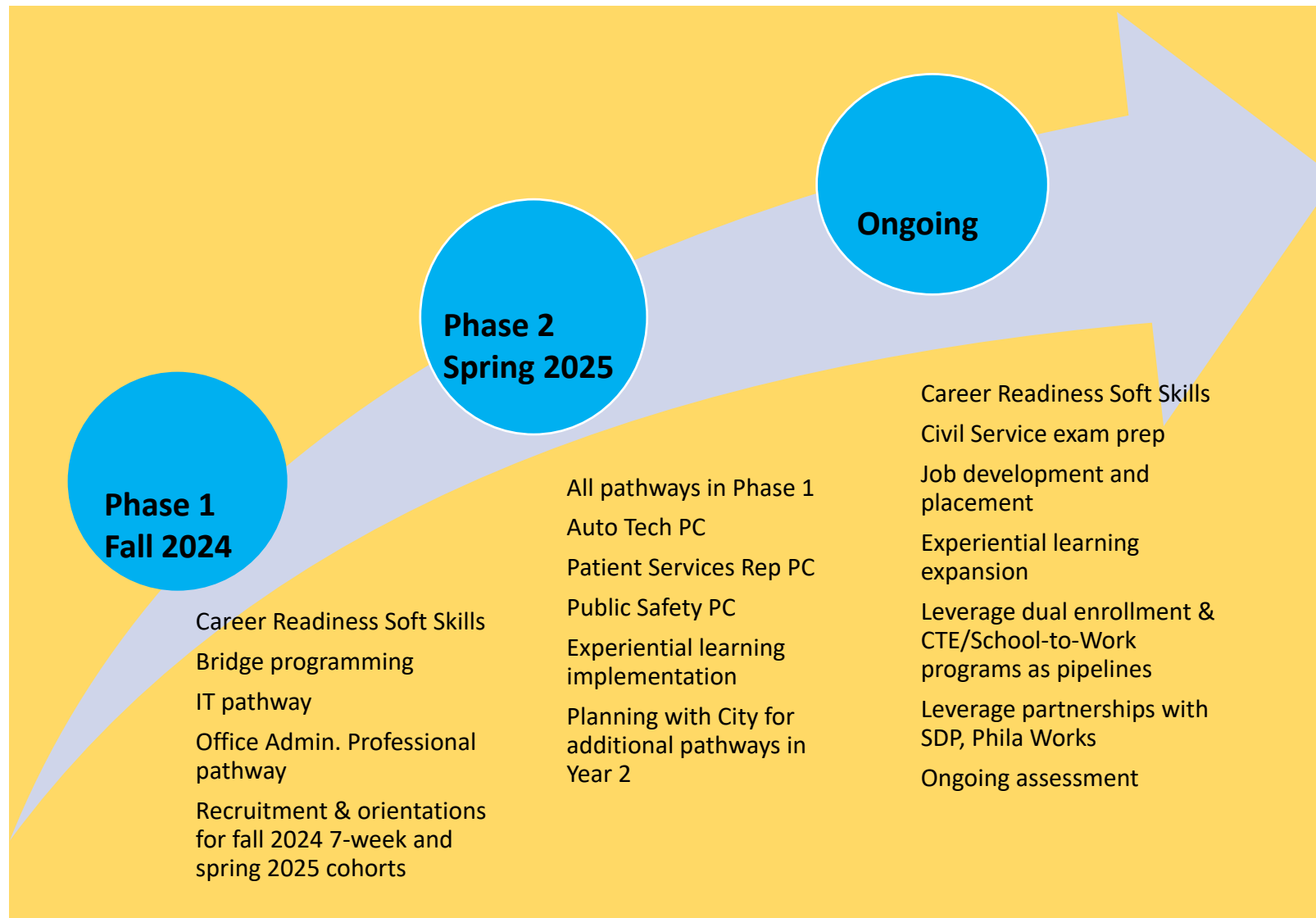
Program Schedules:

- Career Readiness Soft Skills (two 10-week and two 7-week) – week of 10/1
- IT and Office Administrative Professional pathways – week of 10/1

CCME Enrollment & Intake Flow



CCME Implementation Flow





COMMUNITY COLLEGE OF PHILADELPHIA

Thank You!

RISE FROM WITHIN

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, September 5, 2024 – 2:30 p.m.
Isadore A. Shrager Boardroom, Room M2-1/Hybrid
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Harold T. Epps, presiding: Ms. Ajeenah Amir, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Timothy Ford, Ms. Chekemma Fulmore-Townsend, Ms. Keola Harrington, Ms. Sheila Ireland, Dr. Carol Jenkins, Pastor Jonathan Mason, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Donald Generals, Ms. Josephine Di Gregorio, Mr. Eapen, Dr. David Thomas, Dr. Mellissia Zanjani, Ms. Jasmine Sessoms, Dr. Shannon Rooney, Dr. Alycia Marshall, and Ms. Carolyn Flynn

(1) Executive Session

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

(2) Meeting Called to Order

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

(3) Introduction of New Trustees

The Board welcomed Mr. Tim Ford, Dr. Carol Jenkins, and Pastor Jonathan Mason, the new members of the Board of Trustees.

(4) Public Comment

The following individuals provided public comment:

- Jaritsa Hernandez-Orsini, student and incoming 2nd Vice President of Student Government Association, spoke on the need for student representation on the Board of Trustees and PHA housing experience.
- Eleanor Noszka-Kress, student, spoke on the cancellation of classes at the last minute, and issues with the bathrooms in the Library and Learning Commons.
- Tala Takealden, student, spoke on student representation on the Board of Trustees.

- Marissa Johnson-Valenzuela, faculty, English, spoke on student representation on the Board of Trustees and SEPTA Trans Pass for students.
- Jacqueline Jenkins, Classified Unit employee, (was not present, so her comment was read by Marissa Johnson-Valenzuela) spoke about the need for a salary increase and the impact of inflation.
- Jamie Zigarelli, faculty, English and Treasurer, AFT Faculty Federation, spoke on funding from the City and support for the Federation's collective bargaining proposals.
- Frank Scales, student and incoming President of Student Government Association, spoke on student representation on the Board, SEPTA Trans Pass for students, and funding for the Student Government Association.
- Leslie Greenlee, adjunct faculty, English and Learning Lab tutor, spoke about the lack of office space for adjunct faculty.
- Nate House, faculty, English, discussed contract proposals for faculty and urged President Generals to sign the contracts.
- Linda Carr, faculty, discussed the need for smaller classes in order to give her undivided attention to students who are unprepared for college.
- Cynthia Colston, Classified Unit employee, discussed the low number of staff in the mailroom which causes her additional work and stress, and not being paid a living wage as she cannot afford the price of groceries.
- Charles Allison, faculty, English, spoke on the need for the College to provide SEPTA Trans Pass for students.
- Since Mallory Fix, Faculty, English, could not attend the meeting, Carolyn Flynn, General Counsel, read her letter, for two minutes, regarding a retirement plan correction notification letter that she received and her questions related to it.

(5) Board Elections

The Board approved the following slate of Board Officers for 2024-2025:

Chair	Harold T. Epps
Vice Chair	Roz McPherson
Vice Chair	Mindy Posoff
Secretary	Ajeenah Amir

(6) Report of the President

(a) Academic Year Fall Reopening

Professional Development Week took place August 26-29, 2024. This year's theme was *Building the Bridge: Cultivating Relations to Promote Improved Student Outcomes*. Scott Van Pelt, co-author of *The Great Upheaval: Higher Education's Past, Present, and Uncertain Future*, was the keynote speaker.

The College had a successful opening for fall. Classes began on September 2, 2024, and students were in a good mood and glad to be back on campus.

(b) Enrollment

The Board was provided with an update on summer and fall enrollment.

(c) Update on Strategic Plan

The Board was provided with highlights of the *2017-2025 Strategic Plan*, including the accomplishments for each of the Pillars in the Strategic Plan.

The Board was provided with an update regarding the process for the *2025-2030 Strategic Plan*. The goals for the *2025-2030 Strategic Plan* are Achievement and Success; Equitable Outcomes; Access; Workforce; and Long-term Success. The Board will review and give feedback on strategic planning in October. The Board will be asked to review and take action on the *2025-2030 Strategic Plan* in spring 2025.

(d) Municipal College

The Board was provided with an update on the City College for Municipal Employment (CCME).

(e) Foundation Report

The Board was provided with an update on public/governmental and private/philanthropic fundraising as of July 31, 2024. The Board was also informed regarding additional grants and gifts received by the Foundation.

Comprehensive Major Gifts Campaign

The Board was provided with an update on activities underway for the Major Gifts Campaign.

Events

The Presidents and the Pastor Jazz event is scheduled for Friday, November 15, 2024, at 7:00 p.m. in the Bonnell Building Auditorium. Prior to the concert, a special pre-event reception exclusively for Foundation donors is scheduled for 5:30 p.m.

The 2025 Black and Gold Gala will be held on June 12, 2025.

The Community College of Philadelphia Alumni Association is inviting Board members to stay after the November 7, 2024 Board meeting for the Annual Alumni Reunion Dinner at 5:30 p.m.

Giving and Getting

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

(7) Student Outcomes Committee

The Student Outcomes Committee met on June 6, 2024. The Committee reviewed the Dental Hygiene Associate in Applied Science Program review. The Committee approved the Dental Hygiene Program for 5 years. This item is part of the Consent Agenda for Board approval.

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

The items that the Business Affairs Committee discussed on June 24, 2024 were part of the Consent Agenda for Board approval.

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

The items that the Business Affairs Committee discussed on July 17 and August 15, 2024 were part of the Consent Agenda for Board approval.

(10) Workforce Subcommittee

The Workforce Subcommittee met on August 21, 2024. The Workforce Subcommittee was provided with an update on the CATC Advanced Manufacturing program recruitment strategies, the CNC students who graduated in 2024, and the Toyota T-Ten Program and Auto Tech. The Subcommittee also reviewed an update on the Credible Messenger Academy, the Google Certificates program, and a report on enrollment marketing initiatives for the City College for Municipal Employment (CCME).

(11) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions, Meeting of June 6 and June 24, 2024
- (b) Gifts and Grants
- (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

The Board was informed that gifts have been sent to Mr. Tyrell McCoy and Ms. Dominique Ward thanking them for their service as members of the Board of Trustees.

(b) Committee Chair Appointments

The Committee and Chair Assignments for 2024-2025 were circulated to members of the Board.

(c) Association of Community College Trustees Leadership Congress, October 23-26, 2024
Seattle, Washington

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

(13) Old Business

There was no old business discussed at the meeting.

(14) New Business

There was no new business discussed at the meeting.

(15) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, October 10, 2024, (Committee of the Whole) at 2:30 p.m. at the Career and Advanced Technology Center, Room 341. The meeting will be in person. No Zoom option will be available.

The in-person Executive Committee (if needed) will be held at 4:00 p.m. on Wednesday, October 9, 2024, at the Career and Advanced Technology Center, in Room 341. The in-person dinner and presentation will be held on October 9, 2024, at 5:30 p.m. in Room 341. No Zoom option will be available.

The meeting adjourned at 5:15 p.m.

(16) Executive Session II

The Board convened in Executive Session to continue their discussion of legal matters, real estate, and personnel matters.

Community College of Philadelphia
Meeting of the Board of Trustees
October 10, 2024
Office of Institutional Advancement
Record of Grants and Gifts FY25

Summary by Source:

	FY2025		FY2024	FY2025 and FY2024
Held by College	<i>since last report</i> 8/1/24 - 8/31/24	Fiscal Year To Date 7/1/24 - 8/31/24	Fiscal Year To Date 7/1/23 - 8/31/23	Variance 7/1 - 8/31
Federal	\$ -	\$ -	\$ 684,969	\$ (684,969)
State	\$ -	\$ -	\$ -	\$ -
Local / City	\$ -	\$ -	\$ 16,928	\$ (16,928)
Total	\$ -	\$ -	\$ 701,897	\$ (701,897)
Held by Foundation (Cash-in-Hand)	<i>since last report</i> 8/1/24 - 8/31/24	Fiscal Year To Date 7/1/24 - 8/31/24	Fiscal Year To Date 7/1/23 - 8/31/23	Variance 7/1 - 8/31
Corporation	\$ -	\$ 62,525	\$ 48,100	\$ 14,425
Foundation	\$ 36,414	\$ 589,674	\$ 372,506	\$ 217,168
Individual	\$ 14,489	\$ 22,073	\$ 48,981	\$ (26,908)
Organization	\$ 36,101	\$ 42,101	\$ 1,165	\$ 40,936
Total	\$ 87,004	\$ 716,373	\$ 470,752	\$ 245,621
College and Foundation Total	\$ 87,004	\$ 716,373	\$ 1,172,649	\$ (456,276)

Gifts In-Kind	<i>since last report</i> 8/1/24 - 8/31/24	Fiscal Year To Date 7/1/24 - 8/31/24	Fiscal Year To Date 7/1/23 - 8/31/23	Variance 7/1 - 8/31
TOTAL	\$ -	\$ -	\$ 970	\$ (970)

PUBLIC / GOVERNMENT SUMMARY (posted 8/1/24 – 8/31/24)

- No new public/government awards to report.

PRIVATE / PHILANTHROPIC SUMMARY (posted 8/1/24 – 8/31/24)

- The Lenfest institute for Journalism awarded \$35,000 as the first payment of a \$65,000 pledge to The Black Girls Guide to Policy/Every Voice Every Vote 2024.
- Quest for the Best awarded \$10,000 as the second payment of a \$50,000 pledge to the Quest for the Best Nursing Scholarship.
- The Gertrude Baker Charitable Trust awarded \$10,000 to the Gertrude Baker Trust Scholarship Fund.

October 2024 Events

October 1

Dual Admissions Transfer Fair
10:00 a.m.-2:00 p.m.
Northeast Regional Center

October 2

Popcorn Wednesday's for Students
10:00 a.m. – 2:00 p.m.
Northeast Regional Center

Elixir: Liberal Studies Networking Mixer
11:00 a.m.-3:00 p.m.
Bonnell Building, Lobby

Aromatherapy Workshop
12:30 p.m. – 1:30 p.m.
Northeast Regional Center

October 3

Know Your Rights: Title IX Workshop
11:00 a.m.-12:30 p.m.
Center for Business & Industry, C2-05

Latine Month-Karaoke/Dance Day
4:00 p.m.-7:00 p.m.
Winnet Student Life Building, S1-22

October 5

Center 1968 Training -Barbra Jordan Fellows
9:00 a.m.-12:00 p.m.
Center for Business & Industry, C2-11

WHYY Lifting Voices in Praise Contest
10:00 a.m.-3:00 p.m.
Bonnell Building, Large Auditorium

October 7

Latine Month-Meet the Author Dr. Dama
8:00 a.m.-10:00 a.m.
Pavilion Building, Klein Cube

October 8

"Premier" Institutions Transfer Fair
10:00 a.m. -2:00p.m.
Bonnell Building, Lobby

Latine Month Kick Off Luncheon
12:00 p.m. 2:00 p.m.
Winnet Student Life Building, Great Hall

Lesbi-honest: A Discussion About Labels
1:00 p.m.-2:30p.m.
Winnet Student Life Building, S2-03

Artist in Residency Concert
5:00 p.m.-7:00 p.m.
Mint Building, Library & Learning Commons

October 9

Wealthiness Financial Literacy Fair
11:00 a.m.- 2:00p.m.
Winnet Courtyard

October 10

Securing our Elections: A Session on Voter Engagement
11:00 a.m.-12:30 p.m.
Center for Business & Industry Building, C2-05

CCME Launch Press Event
1:00p.m.-1:45p.m.
Pavilion Building, Klein Cube

LGBTQ Transfer Fair
4:30p .m.-6:00 p.m.
Bonnell Building, Lobby

Annual Coming Out Night Drag Show
6:00 p.m.-8:00 p.m.
Bonnell Building, Large Auditorium

October 12

Men of Color Conference
8:30 a.m.-3:00p.m.
Bonnell Building, Lobby

October 14

Woman's Advocacy Family Fun Day
2:00 p.m.-5:00 p.m.
Winnet Student Life Building, Courtyard

October 15

Muffins w/Mike Associate Dean of Students
9:00 a.m.-2:00 p.m.
Northeast Regional Center

Pronouns Day

11:00 a.m.-2:00p.m.
Pavilion Building, Lobby

October 16

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

Flu Shot Clinic

8:30 a.m.-2:30p.m.
Athletics Center

Wear Pink Day!

10:00 a.m.-12:00 p.m.
Winnet Student Life Building, Lobby

Pizza with the President

3:00 p.m.-4:00p.m.
Winnet Student Life Building, Lobby

STEM Career Fair

11:00 a.m.-2:00 p.m.
Pavilion Building, Klein Cube

October 19

Jr. Stem Academy Smart Citizens Mock Election
10:00 a.m.-2:00 p.m.
Career and Advanced Technology Center

October 21

Fluid: Gender Expression Through Art
2:30 p.m.-3:30 p.m.
Winnet Student Life Building, S2-03

Financial Reality Fair with PSECU

9:00 a.m.-3:00p.m.
Bonnell Building, Lobby

Mobile Mammogram Jefferson Van

9:00 a.m.-3:00p.m.
Mint Building

Understanding LGBTQ Legislation Impact on well-being and recovery with

Councilmember Rue Landau
11:00 a.m.-1:00p.m.
Winnet Student Life Building, S2-03

October 22

Restorative Justice Panel
2:00p.m.-5:00p.m.
Winnet Student Life Building, Great Hall

Oct 23

Historically Black Colleges and Universities Fair
10:30 a.m.-1:00p.m.
Bonnell Building, Lobby

October 24

National Disabilities Awareness Month
12:00 p.m.-1:00p.m.
Bonnell Building, Lobby

Admissions Fall Open House

5:00 p.m.-7:00p.m.
Pavilion Building, Klein Cube

October 26

Congressman Dwight Evans-Service Academy Fair
9:00 a.m.-2:00p.m.
Winnet Student Life Building, Great Hall

October 30

Junior Achievement Rising Women Conference
8:00a.m.-4:00p.m.
Winnet Student Life Building, Great Hall

October 31

Drop the Mic Poetry Slam Contest
9:00 a.m.-5:00 p.m.
Winnet Student Life Building, Great Hall

November 2024 Events

November 6

Know Your Rights: Title IX Workshop
2:00 p.m.-3:30 p.m.
Winnet Student Life Building, S2-03

November 7

Gender Medicine: Trans & Intersex Healthcare
2:30 p.m. – 3:30 p.m.
Winnet Student Life Building, S2-03

SGA General Assembly Meeting
4:00 p.m. – 7:00 p.m.
Bonnell Building, Lobby

Alumni Reunion Dinner
6:00 p.m. – 8:00 p.m.
Winnet Student Life Building, Great Hall

November 8

Auto Program STEM Admissions Event
10:00 a.m. – 1:00 p.m.
Career and Advanced Technology Center

November 9

Children's Scholarship Education Fund Fair
10:00 a.m.-2:00 p.m.
Bonnell Building, Lobby

November 11

Veterans Day Ceremony
11:00 a.m. – 12:00 p.m.
Bonnell Building, Lobby

November 13

Phi Theta Kappa Induction Ceremony
11:00 a.m. – 2:00 p.m.
Center for Business & Industry Building, C3-05

Transgender Awareness Week Kickoff
11:00 a.m. – 2:00 p.m.
Pavilion Building, Lobby

Pottery Sale – Art Department
11:00 a.m. – 5:00 p.m.
Bonnell Building, Lobby

November 16

Expungement, Pardon, & Recording Clearing
Clinic
11:00 a.m.-3:00 p.m.
Winnet Student Life Building, Great Hall

November 18

International Education Week Kickoff
10:00 a.m.-2:00 p.m.
Various Locations found at www.ccp.edu

November 19

Creative Faculty Art Exhibition Reception
4:30 p.m.-6:00 p.m.
Mint Building, Rotunda

November 20

Thanks for Giving Luncheon
11:00 a.m. – 1:00 p.m.
Winnet Student Life Building, Great Hall

Trans Day of Remembrance
3:00 p.m. -4:30p.m.
Bonnell Building, Circle

November 21

Grief and Overdose Loss Workshop
2:30 p.m. – 4:00 p.m.
Winnet Student Life Building, S2-03

November 23

Sober Tailgate Party
12:00 a.m. – 4:00 p.m.
Athletics Center

November 25

Student Mental Health Conference
8:00 a.m. – 5:00 p.m.
Center for Business & Industry Building, C2-28

November 26

Student Nursing Conference
8:00 a.m. – 2:00 p.m.
Winnet Student Life Building, Great Hall

December 2024 Events

December 4

Alumni & Student Leader Meet and Greet
11:00 a.m. 2:00 p.m.
Mint Building, Rotunda

Social Well Being in the 21st Century
1:00 p.m. – 2:00 p.m.
Center for Business & Industry, C2-05

Being Deaf & Queer Workshop
3:00 p.m. – 4:00 p.m.
Winnet Student Life Building, S2-03

December 5

De-Stress Fest
11:00 a.m.- 2:00p.m.
Winnet Building, Lobby

December 9

Choir & Chamber Ensemble Concert/Organ
Dedication
4:00 p.m.– 6:00 p.m.
Mint Building, Rotunda

December 10

President's Holiday Hangout
11:00 a.m. – 1:00 p.m.
Winnet Student Life Building, The Great Hall

December 12

Photographic Imaging Art Exhibition
8:00 a.m. – 7:00 p.m.
Mint Building, Rotunda