



Meeting of the Board of Trustees, Thursday, June 4, 2026, 2:30 p.m., Isadore A. Shrager Boardroom, M2-1/Hybrid

## AGENDA

### **(1) Executive Session I**

### **(2) Meeting Called to Order**

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

- Enrollment Update
- Programmatic Updates
- Rhythm and RISE 60th Anniversary Celebration Update
- Finalize the Slate of Board Officers

### **(3) Public Comment**

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

- (a) Update on Enrollment
- (b) Programmatic Updates
- (c) Advancing Our Mission: Success Highlights
- (d) 60th Anniversary Update (Dr. Shannon Rooney) and Foundation Report (Amanda Pratt and Mr. Tim Spreitzer)

### **(5) Student Outcomes Committee, May 7, 2026, and Special Student Outcomes Committee/Executive Session, May 21, 2026**

5.7.26 SOC Meeting Minutes

- (a) Faculty Promotions (A)

### **(6) Combined Meeting of the Business Affairs and Executive Committees, May 20, 2026**

5.20.26 BAC and Executive Committee Minutes

- (a) Renewal of Contract with Oracle for Oracle Technical Support Services (Ratify)
- (b) Amendment to Contract with Naval Welding Institute for Additional Services (Ratify)
- (c) Purchase of FANUC Robotics Equipment for Integrated Systems Technologies (Ratify)

### **(7) Consent Agenda**

5.7.26 Board Proceedings

5.7.26 Enrollment Update-Attachment A

Resolution on Naming of CATC Main Lobby - Attachment B

A. Simonetta Resolution-Attachment C

R. McPherson Resolution-Attachment D

5.7.26 Board Minutes

- (a) Board of Trustees Proceedings and Minutes of Decisions and Resolutions, Meeting of May 7, 2026

- (b) Grants and Gifts

Record of Grants & Gifts FY26 (6.4.26)

- (c) Digital Video Production Academic Program Review

- (d) Inclusion of Small and Local Businesses in College Purchasing Activities (Policy #216)

### **(8) Report of the Chair**

- (a) Finalize Slate for Election of Board Officers
- (b) Rhythm and RISE 60th Anniversary Celebration – Board and Foundation Participation Update
- (c) 2026 ACCT Leadership Congress
- (d) Summer Executive Committee Meeting – Date TBD

**(9) Old Business**

**(10) New Business**

**(11) Next Meeting**

There are no Board of Trustees meetings scheduled in July or August.

The next meeting of the Board of Trustees is scheduled for Thursday, September 3, 2026, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be held in a hybrid format.

**Committee Meetings**

- Student Outcomes Committee  
     Thursday, June 4, 2026, 12:30 p.m., Library & Learning Commons, L1-13/Hybrid  
     Thursday, September 3, 2026 12:30 p.m., Library & Learning Commons, L1-13/Hybrid
- Business Affairs Committee, Wednesday, June 17, 2026, 9:00 a.m., Isadore A. Shrager Boardroom, M2-1/Hybrid
- Audit Committee, Wednesday, June 24, 2026, 3:00 p.m. – Isadore A. Shrager Boardroom, M2-1/Hybrid

**Upcoming Events**

June 2026 Events

- CCME Graduation, Monday, June 1, 2026, Bonnell Building, Large Auditorium  
     5:30 p.m. – Reception  
     6:00 p.m. – 7:00 p.m. - Program
- Rhythm and RISE 60th Anniversary Celebration, Tuesday, June 9, 2026, 6:00 p.m. – 9:00 p.m., Athletics Center
- Gateway to College Graduation, Thursday, June 11, 2026, 5:00 p.m. – 8:00 p.m., Winnet Student Life Bldg., Great Hall, S2-19
- Dental Hygiene Pinning/Recognition Ceremony, Wednesday, June 17, 2026, 6:00 p.m. – 8:00 p.m., Winnet Student Life Bldg., Great Hall, S2-19
- Respiratory Care Technology Pinning Ceremony, Wednesday, June 24, 2026, 5:00 p.m. – 7:00 p.m., Winnet Student Life Bldg., Great Hall, S2-19
- Diagnostic Medical Imaging Pinning Ceremony, Thursday, June 25, 2026, 5:00 p.m. – 7:00 p.m., Winnet Student Life Bldg., Great Hall, S2-19
- Association of Community College Trustees, October 21-24, 2026, Leadership Congress, Hyatt Regency Chicago, 151 East Wacker Drive

**(12) Adjourn**

Executive Session II

The Board will reconvene in Executive Session. The Board will not return.

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

**MEETING MINUTES**

**Thursday, May 7, 2026**

**12:30 p.m.**

**Hybrid**

**NERC**

**12901 Townsend Road, Room 259**

- Presiding:** Ms. Chekemma Fulmore-Townsend
- Committee Members:** Sheila Ireland, Pastor Mason
- Board Participants:** Mr. Harold Epps
- College Members:** Dr. Lisa Sanders, Dr. Danielle Liautaud-Watkins, Dr. Shannon Rooney, Steve Bacher
- Guests:** Dr. Judith Gay, Consultant to the Board of Trustees  
Ms. Mindy Posoff, Vice Chair, Board of Trustees  
Dr. Amy Birge-Caracappa, Director of Assessment  
Dr. Davido Dupree, Interim Dean of Liberal Studies  
Kara Crombie, Department Head and Associate Professor of Photographic Imaging  
M. Asli Dukan, Assistant Professor, Digital Video Production

**I. Public Session**

**(a) Approval of the Minutes April 2, 2026 (A)**

Trustee Fulmore-Townsend moved to approve the minutes of the April 2nd meeting. Trustee Mason made the first motion, and Trustee Fulmore-Townsend seconded it. The motion was unanimously approved by Trustee Fulmore-Townsend and Trustee Mason.

**(b) Digital Video Production A.A.S Program APR (A)**

Dr. Birge-Caracappa opened the presentation by outlining the principal findings for the Digital Video Production (DVP) A.A.S. program. From fall 2020 to spring 2025, the program's average enrollment was 73 students. Enrollment declined in 2020 due to the COVID-19 pandemic; however, it has since shown a consistent recovery, marked by higher fall enrollments and lower spring enrollments. Although there has been a recent slight decline, the program is better positioned to report on its recovery efforts. On average, the

program's part-time enrollment rate closely aligns with the college's overall rate—66 percent compared with the college's average of 68.6 percent.

Demographic data for the DVP program from fall 2020 to spring 2025 show that the proportion of students identifying as Black females, 14.9 percent, is lower than at the college overall, 28.2 percent. Similarly, the proportion of students identifying as white females was lower at 4.7 percent, compared with the college's overall percentage of 12.8 percent. Conversely, there was higher representation of students identifying as Black males, 32.5 percent, compared with the college average of 11.7 percent, and of white males, 17.5 percent, compared with the college average of 7.1 percent. Additionally, the DVP had a higher average proportion of students identifying as male than the college overall, consistent with these other findings.

The annual retention rate for students who continued in the same program was 39.7 percent, which closely aligns with the overall college retention rate of 35.3 percent. The average proportion of students transferring to a different program was 5.2 percent, comparable to the college-wide figure of 7.1 percent. Concerning graduation outcomes, from 2020 to 2024, the Digital Video Production program awarded 49 Associate of Applied Science (AAS) degrees and 10 proficiency certificates.

Over the past five years, the DVP program incurred a direct cost per FTE of \$10,156, exceeding the division average of \$4,795 and the college average of \$5,233; an explanation will be provided to clarify the reasons for this discrepancy.

Dr. Birge-Caracappa then outlined two key action items for DVP. The first pertains to enrollment and demographics, emphasizing that the program should continue efforts to enhance the diversity of its student body, particularly among individuals who identify as female. The program is already making significant strides by inviting guest speakers from diverse backgrounds and using a variety of inclusive materials, making continued efforts a matter of maintaining current best practices. The second recommendation involves collaborating with institutional research to systematically document its practices aimed at closing the loop and to investigate the integration of juried assessment methods into the assessment program, using insights generated by eLumen.

Professor M. Asli Dukan explained that the Digital Video Production program prepares students for entry-level roles in the digital video industry through classroom and studio instruction. This includes lectures on production and industry history, plus practical labs where students operate equipment and perform exercises on camera, lighting, video, and audio. Hands-on assignments let students work individually or in small crews to create short documentaries, music videos, fiction scenes, short films, and TV episodes.

Students acquire practical skills and develop a comprehensive project portfolio, preparing them to pursue careers in various roles within the audiovisual industry. These include videographers, primarily responsible for operating cameras; audio technicians, who manage on-set sound recording and also handle editing and sound design during post-production; video editors, tasked with cutting footage and occasionally applying visual effects and color

correction to enhance the film's aesthetic; producers, overseeing the entire production process and managing creative, logistical, and financial considerations; and directors, who lead the creative vision of a project and direct other crew members to realize this vision. Additionally, there are related positions in the field, such as lighting and audio technicians.

The DVP curriculum introduces the five key stages of modern production: development, pre-production, production, post-production, and distribution and exhibition. Development involves crafting an engaging narrative, primarily using the three-act structure. Pre-production includes detailed planning such as assembling talent, securing locations, recruiting crew, acquiring equipment, designing art, arranging transportation, and scheduling. Production covers filming on location and in studios. Post-production focuses on editing footage and audio to create a finished product. Distribution and exhibition are managed through the College's TV station, with projects reaching TV audiences after specific broadcast preparations.

The DVP program started in 2010 with the rise of digital video technology. Since 2021, it has updated initiatives to stay competitive in Philadelphia, including recruiting industry entrepreneurs as faculty for practical business experience. Courses now include a narrative film class on short-film development. While covering all production aspects, storytelling is considered essential for engaging audiences. The program added a photography course, P290, seamlessly integrated into the curriculum. Equipment is regularly upgraded for high-quality projects. It has also increased outdoor shoots, such as in cafés and authentic kitchens, giving students real-world experience and preparing them for careers.

The program expands industry engagement by introducing DVP students to Philadelphia and beyond through screening events, guest speakers, and trips. It collaborates with other Creative Arts Pathway programs. Its recent TV show, *Classic Tomorrow*, a three-year sci-fi series about students in a dystopian college, featured theater students. 14 episodes were shot last year and are now available on the College's TV channel and on YouTube. The program produces music videos with students, showcasing local musicians for promotion. It uses narrative films and P290 work, and it incorporates photography students' behind-the-scenes images into production.

DVP faculty assess student engagement through feedback on verbal and written assignments, which are key components of coursework. The program also conducts department-wide project evaluations, possibly unique to all arts departments, in which faculty observe student work, discuss its effectiveness, and suggest improvements. They hold many one-on-one meetings and use Starfish Connect to support students facing challenges and to engage with high-achieving students. Professor Dukan noted that high-performing students appreciate Starfish, valuing the acknowledgment of their progress.

Recently, the programs collaborated on a showcase to introduce their offerings to the broader college community, thereby enhancing student engagement. Notable recent achievements include the Creative Community Film Showcase, now in its second year. This annual event features screenings of student work alongside professional filmmakers presenting their own projects. The program aims to maintain thematic coherence. Films are screened in the large

auditorium in the Bonnell building, followed by a question-and-answer session that gives students an opportunity to discuss their work with the audience and network with attending professional filmmakers and other participants. Additionally, the program has achieved considerable success with Scribe Video Makers, a community media training organization based in Philadelphia for approximately forty years. Scribe holds one of the rare grants supporting students entering the media industry, and in recent years, DVP has placed four students there, successfully competing with institutions such as Temple University and Drexel University.

Professor Dukan informed the Board that freelance employment is the predominant form of work in the industry. While many individuals secure full-time positions, freelancing remains a prevalent work option. Consequently, it is imperative that students be provided with opportunities to build networks with smaller production companies and producers engaged in such work, enabling them to pursue similar employment paths if they choose. Historically, Professor Dukan has personally recruited several students for paid roles on short films, some of whom have subsequently received repeat opportunities from other professionals based on their performance in these roles. Most recently, a student who graduated a few years ago and completed an internship at WHYY now holds a full-time union position there, earning a salary in the five figures. The program anticipates that, within five years, they will be earning six figures thanks to the skills acquired in the department.

The decentralization of Los Angeles as an industry hub presents opportunities for Philadelphia to establish itself as an alternative center of production. Faculty within the department utilize industry connections, including the BlackStar Film Festival, Scribe Video Center, CitySpeak, PhilCAM, Big Picture Alliance, Scribe Media Collective, Allied Productions, and WHYY, to support students in securing internships and expanding their professional networks. Furthermore, the DVP advisory committee is being structured to enhance networking opportunities, which are vital for securing freelance or full-time employment.

Looking ahead, the program aims to strengthen collaborations by engaging professional institutions through industry visits, guest speakers, and job shadowing. It is also adding practical experience to the curriculum by developing a new course in which students will collaborate with faculty to produce a professional film, which will then be entered into festivals and other distribution channels. This allows students to gain recognition and see the complete process from film creation to distribution, adding credits to their resumes. Additionally, the program is building an alumni and student website that features their resumes and portfolios in a searchable format to support employment opportunities. Currently, transfer pathways include a partnership with Temple University, and plans are underway to establish similar connections with Drexel, Penn, and other regional colleges in the coming years.

The program is actively pursuing updates to facilities and equipment to ensure its instructional content remains aligned with contemporary professional practices. It is competitive and aims to establish a new audio production suite where students can record standard voice-overs, perform sound design, and edit audio in a dedicated, enclosed space separate from the classroom and computer areas. Additionally, implementing a virtual

soundstage will modernize the program by enabling students to create worlds with advanced technology. This technology employs LED walls, which, unlike traditional green screens, allow monitors to create dynamic environments that shift in real time as the camera or performers move. This upgrade represents a higher standard of quality, ensuring that students acquire the techniques needed to enhance their employability.

Professor Dukan introduced a short student video showcasing some of the department's work this semester. The video featured two students introducing the DVP program in a humorous on-camera style with multiple takes. The video is the program's new show, *The Lounge*, an in-house comedy about the lives of video students at the College, which started this semester after the three-year run of the sci-fi show *Classic Tomorrow*.

At the conclusion of the presentation, Dr. Dupree emphasized that, earlier in the report, costs were noted to be relatively high. The finance office's method for calculating these ratios is fairly standard and does not specifically account for Perkins funding. A distinction exists between the college budget and the Perkins budget; therefore, the figure is likely an overestimate. Consequently, the rubric continues to classify the program as proficient in cost terms.

- Trustee Fulmore-Townsend asked how shifts in the local arts landscape are affecting DVP program demand and talent flow, and whether they present opportunities or challenges. Professor Dukins noted increased enrollment from students previously attending the University of the Arts and other programs, reflecting growing interest. Professor Crombie added that the program anticipated art school closures and is benefiting from a shift toward shorter, skills-based training aligned with workforce entry. As traditional art schools become more expensive, this model is more appealing; students often transfer to institutions such as Temple University and others at an advanced level, supporting future enrollment growth.
- Trustee Fulmore Townsend noted the program's extensive list of partners and inquired whether there were additional organizations the program would like to engage, indicating that Board members may be able to facilitate connections. Professor Crombie explained that the program's Advisory Committee is currently being reestablished and that efforts are underway to expand partnerships. She highlighted outreach to emerging technology partners, such as those working with LED walls, and noted potential collaboration with the Greater Philadelphia Film Office to create training and work opportunities for students. Additionally, she referenced a recent graduate's union position at WHYY and expressed interest in exploring partnerships with unions, such as IATSE, to expand pathways to employment and access to higher-paying opportunities for students.
- Trustee Posoff inquired about the impact of emerging technologies, such as TikTok and artificial intelligence, on instructional approaches, and whether these

developments require changes in teaching methods or reinforce existing skills. Professor Dukan responded that while AI can be useful for routine tasks like transcription, it is not a central component of his teaching approach. Instead, she emphasizes the importance of foundational skills, creativity, and critical thinking. She also noted that students in an introductory film course showed little interest in using AI, expressing a preference for learning core techniques and valuing the craft over reliance on technology.

- Trustee Posoff asked whether DVP students collaborate with the Music Department. Professor Dukan responded that the two departments work together, with music students providing original compositions for DVP projects, such as the sci-fi show, and DVP students creating music videos in return. She added that the Music Department Chair also recommends high-performing students, resulting in mutual promotion and collaboration between the programs.
- Trustee Posoff asked whether DVP program equipment is funded through Perkins. Dr. Sanders confirmed that all equipment is Perkins-funded, enabling the program to maintain state-of-the-art resources comparable to other programs. Professor Crombie added that she was highly impressed upon joining the College, noting that CCP's art facilities are competitive within Philadelphia.
- Trustee Epps asked about the range of equipment costs and types needed. Dr. Sanders explained that Perkins requires industry-connected advisory committees, and through the biennial CLNA process, programs identify equipment needs and build-out plans. All purchases are reviewed and approved to ensure they align with program goals, student needs, zip code priorities, and Perkins eligibility.
- Trustee Epps asked whether the program ensures students develop business and service skills alongside technical training. Professor Crombie explained that a capstone course addresses business practices, where students complete job shadowing, develop resumes and reels, participate in mock interviews, and learn how to incorporate and price their work. The DVP course runs alongside the program's final production class. Professor Dukan informed the Board that contracts are addressed in the curriculum. Professor Crombie added that a policy is in place to ensure students are not asked to work without compensation, noting that the standard rate for student gigs is \$400 per day when inquiries about availability are received.

Trustee Fulmore Townsend transitioned the DVP program discussion to the APR rubric, noting prior conversations emphasizing the importance of considering program context, particularly its connection to Perkins funding, when interpreting data such as cost per degree. She reminded the committee that, while the rubric captures key metrics, contextual factors must inform their review, especially with areas such as workforce placement.

Dr. Sanders provided an overview, explaining that the Curriculum Committee has been developing an updated rubric, which will be presented at the next Student Outcomes Committee meeting in light of Dean Vishal Shah's absence. In the interim, the existing rubric was applied to the DVP program, and which received an overall score of 3 (proficient). She also reiterated that Perkins funding impacts cost calculations, although current APR measures do not fully capture this effect. Dr. Dupree characterized the results as largely positive, noting that while some areas remain in development, they are consistent with broader institutional trends, particularly regarding graduation rates. He expressed optimism that recent program updates and increased student enrollment will contribute to future improvements.

- Trustee Posoff asked for clarification on the definition of graduation and whether it extends beyond two years. Dr. Birge-Caracappa explained that the assessment team does not report traditional graduation rates, but rather the percentage of students who complete within a defined cohort, noting that this measure better reflects the college's student patterns. Dr. Dupree highlighted strong workforce placement efforts, noting that while meaningful partnerships and networking opportunities are in place, further development is needed to institutionalize these practices. He also clarified that community impact evaluates not only partnerships but their demonstrated benefit to the community, which remains an area for continued growth.
- Trustee Fulmore-Townsend asked how a program rated as "developing" on the community impact indicator could improve to a 2 or 3. She sought clarification on what this measure communicates to the Board and how program leaders can identify specific areas of focus to strengthen their score. Professor Crombie explained that community impact is distinct from job placement and focuses on how the department benefits the community. She cited the Community Photo Projects course, in which students partner with local organizations to produce work that both serves community needs and provides real-world experience, noting its potential as a model for expanded outreach. Professor Dukin highlighted the Community Film Showcase, which was opened to the public at no cost, allowing community members to engage with student and local filmmakers' work. She noted this as a meaningful step toward increasing community impact. Professor Crombie also remarked on the program's strong positioning within a changing film and media landscape, emphasizing growing opportunities in Philadelphia. She noted that the program must continue to evolve to align with industry shifts and strengthen outcomes in workforce placement and community impact.
- Trustee Posoff asked who the primary point of contact is within the city for film production activity, noting the volume of recent projects, and inquired whether the key connection is the city's film office or another central figure. Professor Dukin noted that advisory committee member Ted Passon, a production company owner with experience working with major platforms such as HBO and

Netflix, provides valuable industry insight to students. She added that leveraging his professional network may help expand institutional connections and opportunities for students.

- Trustee Posoff inquired about whether there has been community impact screened outside of the city. Professor Dukan indicated that discussions are underway with CitySpeak, a well-established screening series across the city, to explore a potential partnership aimed at showcasing student work to a broader audience. While the institution has its own auditorium available for screenings, there are also opportunities to host outdoor events, thereby expanding visibility. This initiative is intended to provide greater exposure for student projects, with the expectation that increased audience reach may lead to enhanced professional and employment opportunities in the future.
- Trustee Ireland reflected on the importance of maintaining strong connections to community-based initiatives, highlighting his leadership role at OIC. She noted the recent launch of the OIC Film Studio, a 3,500-square-foot facility designed as an active working studio, supported by a network of significant partners and co-adopters. She also emphasized ongoing efforts to establish connections with regional film programs, including those affiliated with Temple University and the Community College, as well as broader community collaborators who are providing training opportunities and facilitating industry connections.

Professor Dukan informed the Board that the program's YouTube channel, [YouTube.com/@CCPCentral](https://www.youtube.com/@CCPCentral), was named by students and features approximately five years of student work.

Trustee Fulmore-Townsend directed the discussion to DEI metrics. Dr. Dupree noted that the indicator reflects an important trend: while there is a higher proportion of Black male students, there is a lower proportion of White students, including White female students, which aligns with patterns observed in university-level film departments. Trustee Fulmore-Townsend further indicated that the matter may be more appropriately addressed by the committee, noting ongoing faculty work on the rubric. She raised a question for the Trustees regarding the appropriate standard for evaluating DEI metrics, observing that the framing of demographic imbalance may require further clarification. Specifically, she questioned whether the objective is to achieve proportional representation across all populations within the classroom or to ensure that there are no disproportionate outcomes affecting particular groups, and invited the committee to provide input on what the DEI indicator is ultimately intended to assess.

- Trustee Ireland indicated that the appropriate approach depends on the goal the SOC is seeking to achieve, questioning whether the focus should be on expanding access and cultivating talent or on reflecting the overall demographics of the College. She then asked Dr. Dupree to clarify how the rubric had been

applied previously. In response, Dr. Dupree stated that the rubric had historically aimed to reflect the College's demographics, noting that this had served as a default standard. However, he added that it is worth considering whether this should remain the standard for comparison moving forward, not only for this area but for others as well.

- Trustee Fulmore-Townsend emphasized the importance of establishing a shared understanding of the rubric's purpose and ensuring a consistent, systematic approach to interpreting the data. She noted that while programs often demonstrate strong outcomes alongside areas for improvement, these findings are meaningful when considered collectively.
- Trustee Ireland asked for clarification on the rubric's reference to AI displacement, including the meaning of "proficient" and how roles are classified in relation to levels of automation risk. Dr. Dupree explained that the risk primarily affects lower-level roles requiring limited creativity, while more advanced, creative work is less at risk. Trustee Ireland noted that it would be helpful for the Board to understand the types of roles graduates pursue and how those roles align with these risk levels.

The committee confirmed its recommendation to approve the DVP program for a duration of five years, with a structured three-year review focusing on AI integration plans, community engagement, and workforce placement strategies, along with anticipated early, measurable successes by the review point. Additionally, the committee concurred to reevaluate the rubric definitions concerning community impact, DEI, and the risk of AI displacement to ensure uniform application of ratings in future program assessments.

- Trustee Epps raised a concern that while individuals may possess strong technical skills, they may lack business acumen, limiting their ability to maximize value and success, particularly in independent or entrepreneurial roles. He encouraged the program to address this gap, noting the growing prevalence of individuals managing multiple income streams.

Trustee Fulmore - Townsend moved for approval, and Trustee Mason seconded the motion. The motion passed unanimously.

### **(c) Faculty Promotion Meeting Discussion**

**(I)**

Dr. Sanders provided an update on the faculty promotion process. The process is being finalized. The committee decided to hold a separate session, as in the past year.

**COMBINED/HYBRID MEETING OF THE BUSINESS AFFAIRS  
AND EXECUTIVE COMMITTEES OF THE COARD OF TRUSTEES**  
**Community College of Philadelphia**  
**Wednesday, May 20, 2026 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Ms. Mindy Posoff (presiding), Pastor Jonathon Mason (via Zoom), Mr. Harold Epps (via Zoom), Ms. Keola Harrington (via Zoom), Mr. Jeremiah White (via Zoom), Mr. Michael Cooper, Ms. Ajeenah Amir (via Zoom), and Mr. Rob Dubow (via Zoom)

**Present for the Executive Committee:** Mr. Harold Epps (presiding), Ms. Mindy Posoff, Mr. Jeremiah White (via Zoom), Ms. Ajeenah Amir (via Zoom), and Ms. Keola Harrington (via Zoom)

**Present for the Administration:** Dr. Alycia Marshall, Mr. Derrick Sawyer, Ms. Carolyn Flynn, Ms. Lisa Hutcherson (via Zoom), Dr. Lisa Sanders, Dr. Shannon Rooney, Ms. Marsia Henley, Mr. Ron Perri (via Zoom), Mr. Drew Grasso (via Zoom), Ms. Maja Heiland (via Zoom), Mr. Byron Mathis (via Zoom) Ms. Koi Stevens (via Zoom), Mr. Seth Jacobson and Mr. Nick Di Taranto

**Guest:** Dr. Judith Gay, Vice President of Emerita

**Business Affairs Committee Meeting Minutes**

Ms. Posoff called the Business Affairs Committee meeting to order at approximately 9:30 a.m. Mr. Posoff stated that, immediately prior to the start of the public session, the Business Affairs and Executive Committees met in Executive Session to discuss real estate, personnel, contract negotiations, and litigation matters. Mr. Posoff briefly reviewed the agenda and asked Ms. Flynn to proceed with the bond issue update (agenda Item #4) before proceeding with the action items.

**(1) Bond Issuance Update (Information Item):**

Ms. Flynn stated that the bond issue update is Item #4 on the meeting agenda. She further stated that, on May 12, 2026, the pricing of the bonds occurred and the total amount was \$29.56 million dollar bond issuance. The investors demand exceeded the College's expectations. Ms. Flynn stated that many of the bonds were oversubscribed, which is a good position for the College to be in as it relates to the pricing and the sale of the bonds. The College has moved through all the other documentation since May 12, 2026. Ms. Flynn stated that the closing of the bond is May 21, 2026. Ms. Flynn stated that all the parties are meeting tomorrow (May 21, 2026) which include the authority, counsel, the College's Trustee for the bond issue, which is the BNY Mellon, and PNC who is the College's underwriter. Ms. Flynn stated that the College had assistance from Grant Thornton in order to meet all the requirements as it relates to the official statement, which has gone public. Ms. Flynn stated It was posted yesterday (May 19, 2026) and all the other documentation, and the supplements of the loan agreements are ready to go.

Ms. Flynn stated this bond is for the MEP (Mechanical, Electrical & Plumbing) Project and infrastructure improvements that the College had sent in the application to the Pennsylvania Department of Education back in 2025 and that was approved. Ms. Flynn stated the College is prioritizing repairs to the Center for Business and Industry (CBI) HVAC and the control systems upgrades to have a universal control system that allows the College to remotely be able to access certain control systems from one location. Ms. Flynn stated that from the main campus if a fire alarm goes off at NERC, the College would be able to evaluate

it, access it and address it. These are consistent with the upgrades recommended in the review that was done by Remington & Vernick Engineers. Ms. Flynn stated that Remington & Vernick evaluated and tiered the different levels of safety updates and other infrastructure repairs that need to be addressed, which include the control systems and the HVAC upgrades.

Ms. Flynn stated that 2026 bond also refunded the 2015 bonds. Ms. Flynn stated that the College will spend down the funds within three years, so the College will be likely be coming back to the Business Affairs Committee frequently related to projects that meet the requirements for Board approval. Ms. Flynn stated that the College will keep the Business Affairs Committee updated on a regular basis.

**(2) Renewal Contract with Oracle for Oracle Technical Support Services (Action Item):**

Ms. Flynn stated the College has a software license with Oracle. Ms. Flynn stated that Oracle is an underlying program that allows the College to perform and operate Ellucian Banner and is a mandatory dependency for Banner to operate. Ms. Flynn stated the information technology services from Oracle that the College is requesting as part of this contract relate to ensuring that the College has the appropriate software updates, maintenance and vendor support for our Oracle system. Ms. Flynn stated that this is a renewal contract and that the College is requesting is a continuation of Oracle.

Ms. Flynn stated this contract is for a one-year renewal with a timeframe starting on June 1, 2026 through May 31, 2027 with the total cost \$307,737.39 and this will be paid from coming from the operating budget. Ms. Flynn stated Banner is one of the major systems that manages the College's student records, enrollment, Human Resources, and payroll as well as some cybersecurity.

**Action:** Ms. Mindy Posoff asked for a motion from the Business Affairs Committee to recommend that the Executive Committee of the Board of Trustees approve the one-year renewal contract with Oracle Technical Support Services for \$307,737.39. Mr. Dubow moved, and Mr. White seconded the motion. Ms. Posoff asked the Committee if they had any questions or comments. Hearing no questions or discussion from the Committee, Ms. Posoff requested a vote on the motion. The motion passed unanimously.

**(3) Amendment to Contract with Naval Welding Institute for Additional Services (Action Item):**

M. Flynn stated that the College provided updates on the wonderful events related to our advanced manufacturing education improvement program or the Naval Welding Program at CATC. Ms. Flynn stated that in 2025 the Executive Committee approved and then the Board later ratified a contract with Naval Welding Institute (NWI) and that was for consultative services. NWI developed, launched and administered the curriculum to help to launch the program. Ms. Flynn stated the original contract with NWI for services was for \$640,200 and was paid from the Navy's funding source, Blue Forge Alliance.

Ms. Flynn stated during Cohort 1, the College attempted to hire a full-time instructor for the purpose of this program, but was not successful. As a result, the College requested NWI to provide direct instruction to the students as part of the program. Ms. Flynn stated the program runs all day from Monday through Friday. Ms. Flynn stated it is an intensive program over a short period of time, but it provides a lot of necessary information related to the non-destructive testing, welding, and metallurgy. Ms. Flynn stated the College requested NWI to

fill that need for us. The instruction was outside of the scope of the original contract and the College had paid an additional \$85,000 for these additional responsibilities for the beginning of Cohort 1 through December 31, 2025. Ms. Flynn stated that the College is requesting approval for a second amendment to the NWI contract related to direct instruction from January 2026 through two-weeks of May 2026 and after that period of time the College has hired a new full-time instructor so the need for continuing the services is limited. Ms. Flynn stated the total amount for the continued full-time instruction as it relates to the welding and non-destructive testing elements to the Naval Welding Program is not to exceed \$153,700.

Dr. Lisa Sanders stated that the College was successful in hiring a local instructor who is skilled in these specific technologies and this is a space where there is a lot of demand. Dr. Sanders stated there have been regular meetings with HR (human resources) at Hanwha and the College's industry partners to make sure the College is aligned with their needs and creating a pipeline of workers for them. This requires a specific type of instructing and specific technical training and NWI has supported the College. Dr. Sanders stated that NWI has send folks from different parts of the country to Philadelphia to help the College train the faculty, but the goal is to hire local and build the College's faculty bench. Dr. Sanders stated that the College has someone who is completing their onboarding right now.

Mr. Epps asked what is the College's relationship with Hanwha as relates to them cross training our staff and are there co-op or intern arrangements in place with them and others in that industry. Dr. Sanders replied that the College sent faculty to them in the fall to complete some training and those people are now positioned to do some of this work, so the College is collaborating with them to help up-skill the faculty.

Dr. Marshall stated that the College did take a group of the College's staff to Hanwha in February 2026 and met with the CEO and some of their team members to do a tour and talked about setting up some targeted curriculum to help develop their workforce. Mr. Epps stated that community colleges have historical reputations of not following up or follow-through, so these kinds of relationships must be driven by the College because Hanwha is not going to be on top of it. Mr. Epps stated the more the College stays in touch and is making those connecting points with them so they support Community College of Philadelphia the better.

Ms. Flynn stated the dates of the specific instruction that was provided include the end of Cohort 1 and the beginning of Cohort 2, so there was a gap which is reflected in the agenda. Ms. Flynn stated the instruction services that NWI provided to complete the Cohort 1 was January 1, 2026 through March 31, 2026. Ms. Flynn stated the two weeks that the College requests that they complete is May 18, 2026 through May 29, 2026 and the new instructor will be starting June 1, 2026.

**Action:** Ms. Mindy Posoff asked for a motion from the Business Affairs Committee to recommend that the Executive Committee of the Board of Trustees approve the Second Amendment to the NWI contract for an amount not to exceed \$153,700. Mr. Cooper moved, and Mr. Dubow seconded the motion. Ms. Posoff asked the Committee if they had any more questions or comments. Hearing no questions or further discussion from the Committee, Ms. Posoff requested a vote on the motion. The motion passed unanimously.

**(4) Purchase of FANUC Robotics Equipment from Integrated Systems Technologies (Action Item):**

Ms. Flynn stated that the FANUC request is part of the Industrial Maintenance Mechanic (IMM) apprenticeship and pre-apprenticeship programs and Ms. Maya Heiland, Mr. Drew Grasso and Mr. Byron Mathis are present to answer questions.

Ms. Flynn stated that the College received a grant from the Department of Labor, which is the PA Smart Advanced Manufacturing Grant, in the total amount of \$600,000. Ms. Flynn stated there are two opportunities under the grant to support the IMM pre-apprenticeship program and develop a IMM registered apprenticeship. The grant allows for the purchases of five FANUC robotic arms from IST (Integrated Systems Technology) and related equipment to be able to improve the education and apprenticeship programs. IST is the only regional reseller of FANUC products. Ms. Flynn stated the added benefit is there is a FANUC Education Grant that is available through IST that will enable the College to get approximately \$300,000 as a gift-in-kind for training seats and access to the FANUC Learning Academy through IST. Ms. Flynn asked Ms. Heiland if she wanted to add any information. Ms. Heiland directed that request to Mr. Grasso.

Mr. Grasso stated he wrote the two grants for the funding of the robotic arms and the reason the College went with IST was that the grant proposal that was submitted came directly from the manufacturer, which only afforded us to buy two robotic arms and did not include any of the extra equipment, training, and additional purchases that are part of the package. Mr. Grasso stated that with Mr. Mathis knowing the industry and reaching out to IST, he was able to secure a larger package for a similar price than we initially requested in the original grant. So that's why we went with this manufacturer and it is a larger, better, more comprehensive overall package to support the program.

Mr. Cooper asked does the contract itself include repair, sustainment and any kind of maintenance. Mr. Cooper stated that eventually all this great equipment for whatever reason does not work anymore and then the College has downtime and the College is calling a company to hopefully be responsive in addressing the matter. Mr. Grasso stated the equipment does come with substantial warranties. Mr. Grasso stated that it was written in the grant and the College tries to allocate for funding for maintenance and repair costs.

Mr. Mathis stated that IST is a reseller and not the actual repair company, but they uphold a warranty to a third-party repair company for any physical damages that is done to the robots. Mr. Mathis stated the robots are very robust and they are for training. It would be really hard for students to break. Mr. Cooper asked if the robotic arms do go down for mechanical reasons, how long to get them back up. Mr. Cooper stated with his experience with sophisticated pieces of equipment that are absolutely fantastic in cutting edge, but then when you need them fixed it is a really hard process and then stops the entire academic program. Mr. Cooper stated that the College should ask the contractor to talk a little bit more about how they plan to support the College in the future.

Ms. Posoff asked where will the robotic arms be located and Mr. Grasso stated that they will be in CATC.

Mr. Epps asked what is the projected mechanical and technological life of the robotic arms and will there be continued upgrades with either the mechanics or technology. Mr. Mathis stated that as far as industry relevance, FANUC Robots has been in the industry since

1970. The College had site visits to Boeing and Lockheed Martin and their robotics production is increasing. Lockheed Martin is building a facility in King of Prussia now and they are going to increase their production by 400% over the next five to ten years. Mr. Mathis stated that this curriculum is an essential cornerstone for industrial maintenance. Mr. Mathis stated that all of the high-speed equipment at the end of the assembly line comes in contact with these FANUC robots and they are in every facility, so as the FANUC updates the College will be first in line for any revisions to their program. Mr. Mathis stated that overall the fundamentals and technology are embedded into the training curriculum. Mr. Epps stated that Mr. Mathis answered his question one-thousand percent.

Mr. White asked who is a third-party provider that would do the repairs if there was a problem. Mr. Grasso replied that he wasn't sure if it was a third party or IST, but the College would reach out to them and get that information and update the Business Affairs Committee. Mr. Cooper stated that Ms. Flynn will follow-up and have them clarify.

Ms. Heiland stated that Mr. Grasso wrote the grant specifically for the apprenticeship side, but Mr. Mathis runs other EMT courses, so there is a lot of interest from the City of Philadelphia in the IMM course. Ms. Heiland stated the equipment is not just being used for a few apprenticeships, it will be used across other programming as well. Mr. Mathis stated the College met with industry partners at the City of Philadelphia, the airport, and the College has had the Electrical Mechanical Advisory Committee express through letters of support or attending the advisory committees.

**Action:** Ms. Mindy Posoff asked for a motion from the Business Affairs Committee to recommend that the Executive Committee of the Board of Trustees approve the purchase of FANUC robotics equipment from IST in the total amount of \$160,275. Amendment to the NWI contract for an amount not to exceed \$153,700. Mr. Cooper moved, and Mr. White seconded the motion. Ms. Posoff asked the Committee if they had any more questions or comments. Hearing no questions or further discussion from the Committee, Ms. Posoff requested a vote on the motion. The motion passed unanimously.

(5) **Purchases Authorized by Dr. Alycia Marshall in Accordance with Resolution to Authorize President Marshall to Approve Perkins Grant Purchases of one Hundred Thousand Dollars or Greater through June 30, 2026 (Information Item):**

Dr. Sanders stated that the College was unable to proceed with the 2025-2026 Perkins funded purchase of the Wenger sound-lock practice rooms due to site readiness requirements and associated costs that were not identified during initial vendor discussions. Dr. Sanders stated that it included the required electrical installation and sprinkler system, disassembly, reassembly and those are not permitted under Perkins funding. Dr. Sanders stated that this is something the College would have to do in-house and it takes time to plan. Dr. Sanders stated that the College can only use funding for the rooms and the manufacturer installation costs.

Dr. Sanders stated that the College has reallocated those funds towards CTE classroom technology upgrades, including computers and clear touch instructional panels to support the IT needs. Dr. Sanders stated that the College is currently working with Facilities and Mr. Derrick Sawyer to determine whether site preparation costs for the Wenger rooms can be covered with College funds and, if so, the College will do that next year during the Perkins cycle.

**(6) First Review of 2026-2027 College Budget (Information Item):**

Mr. Sawyer stated he will be going over the first proposed budget for FY27 and an update on the FY26 financials. Mr. Sawyer stated the College's approved budget was \$169 million for FY26 with the year-to-date expenses with a projected \$11.9 million spent from the reserve originally. Mr. Sawyer stated as of April 20, 2026, the College is \$136 million in revenues and \$125 million in expenses. This current fiscal year is still going on, which will be ending on June 30, 2026. The College is projecting to end the year on a good note.

Mr. Sawyer stated the College's student revenues are up very high with \$72.5 million versus the \$69.8 million revised. Mr. Sawyer stated that it is because the College does a year-end entry for deferred revenue, so right now the College is collecting revenue for fiscal year 27 and that entry will be done at the year-end to correct that to make sure it is going to count for in the right year.

Mr. Dubow asked if it was the initial budget that came out before the State budget and Mr. Sawyer replied that is correct. Mr. Dubow asked if the College had received less. Mr. Sawyer replied that the College budgeted an increase from the State, but when budget came out in October 2025 the College was informed that the funding from the State was flat. At that time, the College revised that budget for the decrease. Mr. Sawyer stated that for fiscal year 27 the College did not include any additional funds from the State to be on the safe side and if the College does get extra money, that will help out on the revenue side.

Mr. Sawyer stated on the expense side the College's salaries and wages were budgeted for \$91.6 million, but went up to approximately \$92 million due to part-time positions. Mr. Sawyer stated the College's benefits were around \$35.5 million and then CCME money was received up front from the allocation of the \$4 million that is left. Mr. Sawyer stated all the other expenses are actually trending down due to cost containment, so the College is projecting spending a little less than expected on some of these lines and are monitoring the salary lines as well.

Mr. Sawyer stated for next year's budget fiscal year 27, the College is balancing the budget through revenue growth, tuition increase, and enrollment, but also plans to draw on reserves. Mr. Sawyer state the proposed budget is going to be around \$170.5 million with the \$15 credit tuition increase that will go in effect fall 2026. Mr. Sawyer stated that the College received additional City funding of \$1.85 million, which is included in the numbers.

Mr. Sawyer stated without CCME, the College is about \$9.2 million up, which is around 5.8% revised over our revised budget. Once you put what is left of CCME, makes it seem a little higher inflated, but that may not be spent in one year. The College's enrollment growth assumption for fiscal 27 is 4% and it seems like the College is on track based off the current summer trends. Mr. Sawyer stated the College's estimated use of reserves right now is around \$9.3 million.

Mr. Sawyer stated for the debt service, the College receives around \$44.1 million for operating. Mr. Sawyer stated the total allocation is around \$55 million, but that includes the Catto allocation. Mr. Sawyer stated as it relates to the City operating, the College deducts the debt service, so the City debt service is around \$5 million with a net of \$39.1 million for

operating. Mr. Sawyer stated the State appropriation is flat and the State debt service is around \$4.6 million, but that is a separate pool of money.

Mr. Sawyer stated that the College is currently working on the 2026 bond and refinancing, so the debt schedule may change slightly once that refinancing occurs and the College will update that accordingly for the Board before the College approves the budget. Mr. Dubow asked if there will be changes and Mr. Sawyer replied there should only be a slight change in the debt service. Ms. Harrington asked if the College will have a savings from the refunding. Ms. Flynn replied that the College will save approximately \$200,000. Mr. Sawyer stated once the College receives all of the new schedules, it will be adjusted slightly.

Mr. Sawyer stated the College had a 5% increase in salaries based off of the CBA. The College's salaries and wages are up about 6% and the College is hiring some new faculty so there might be some slight changes. Mr. Sawyer stated the College's benefits are up around 9% and we are seeing in the industry that other community colleges are experiencing the same increases this year with some of them around 10% to 11% as of last week and then other expenses are up around 6.8%.

Mr. Sawyer stated the College currently has around 39 vacant positions, so the College does have some salary savings and are budgeting about \$2 million in lapse salaries for next year. The College has about 10 retirements to date listed for next year. Mr. Sawyer stated the College did an early retirement program, but it was not successful. The College is hoping within the next year it will see that increase.

Mr. Sawyer stated the College's current projections out of the 39 vacant positions, the College will at least have about four cancelled searches based off of how the searches are going now. Mr. Sawyer stated the College did factor that into the budget and the College will need some additional part-time faculty or VLs if those searches fail to cover the classes.

Mr. Sawyer stated the proposed fiscal year budget of City revenues of \$39.1 million and the City gave the College an increase of \$1.85 million, but due to the debt service it has slightly changed and the State revenue is flat. Mr. Sawyer stated the student tuition and fees includes the \$15 per credit increase plus the 4%, so that is about \$7.2 million.

Mr. Sawyer state that CCME is a placeholder for right now until the College can finalize the budget and plans for CCME. All other investments, the College believes the stock market will do a little better next year, but the College did get \$500,000 from the Foundation, which is in our revised projection for this year. Mr. Sawyer stated that the College did not include anything for next year into that projection, so that would be additional revenue.

Mr. Sawyer stated that the use of reserves is estimated around \$9.3 million to balance the budget. The College's salaries and wages have a \$2 million worth of lapse in salary. Mr. Sawyer stated as a reminder the College has 39 positions that are vacant and 5% salary increases. This does not include any new staff positions.

Mr. Sawyer stated again the College's benefits has a 9% increase and our benefits is not just medical, but also retirement and FICA. Mr. Sawyer stated that the other College expenses include supplies. Mr. Sawyer stated the College did put a placeholder in for potential SEPTA for about \$300,000. Mr. Cooper asked what is included in the plus 6.8% expenses year to year and Mr. Sawyer replied that the College is seeing some high trends in insurance. The College will be bringing to the Board next month the insurance renewal for next year. Mr.

Sawyer stated the College had two major claims this year. One was a workers' comp and the other was this Spring in the art department, which is trending right now about \$1.6 million. Mr. Sawyer stated the College is seeing about 12% increase on the insurance policy. Mr. Sawyer stated the other area is the instructional supplies.

Mr. Sawyer stated the College has done a lot of renovations and some of the labs. For instance, the new simulation lab and the College is seeing a lot of increases there with inflation. Mr. Sawyer stated the College saw a huge spike with utilities as well. Mr. Sawyer stated the College has budgeted for the sale of the Northwest Regional Center. Once the property is sold, the College will have some savings on the expense side as it relates to the savings in public safety, utilities, etc.

Pastor Mason asked how often does the College take the insurance out to market for bid and how long has the College been with the current insurance company. Mr. Sawyer replied that the College just renewed the Broker contract and the College typically sends it out to bid every three years. The College bids out the insurance every year. Mr. Sawyer stated the College does an insurance application that starts in February and have a renewal meeting with the broker. Mr. Sawyer stated there has been some challenges with the property claims over the last few years. Mr. Sawyer stated the College had a major claim a few years ago with C&M Regent and they issued the College a letter of non-renewal. Mr. Sawyer stated that the College has been with Liberty and have stayed with them because they have been the best option that has worked with the College at this point. Ms. Posoff stated the Trustees talked about creating a big vendor rolling contract, so that the College can start seeing them six months in advance so there is no need to rush.

Ms. Harrington asked are there any concerns whether now or within the next five years that the College foresees that the Business Affairs Committee should know about or keep on the radar. Dr. Marshall replied the College is experiencing increased enrollment over time and with the high school cliff happening and still predicting increased enrollment the College is hopeful that will continue, but the College could experience some challenges there and that is a significant piece of some of the revenue coming in right now. Dr. Marshall stated that it was difficult for the College to raise tuition, but do not want to move in that direction anytime soon again. Dr. Marshall stated the College was expecting more staff to take advantage of the early retirement, but that is not proving to be that way. Dr. Marshall stated the College has a lot of long term, very talented faculty and staff that have been at the College for a very long time and their salaries and benefits are higher than hiring in new staff. Dr. Marshall stated that as the College continues to be a great place to work, it does not help the College to save in salaries and wages as well as flat funding from the State.

Mr. White stated the Board put some restrictions on spending and part of that was a result of how the College would be draining down the reserve funds. As the Business Affairs Committee looking at this year's budget and next year's proposed budget for next year, how does that fit into the College's long-term plan and how it is managed. Mr. Sawyer stated that the College continues to look at cost savings and navigate the multi-year projections. Mr. Sawyer stated the College is projecting to spend around \$12 million this year, but the College will not spend all of it. The College will have a savings of approximately \$4 million. Mr. Sawyer stated as the College run the May numbers exactly might be better off. Mr. Sawyer stated the College for next year will be around \$63 million, which is above the threshold where the College decided to be based off of the new percentage.

Mr. White asked what percentage of what the College is doing for investing to generate revenue. Dr. Marshall replied that there has been in some ways a hard reset around how the College is engaging with external partners and how the College can have mutually beneficial partnerships. Dr. Marshall stated one great example with Trustee Epps reconnecting the College with Truist. Dr. Marshall stated that the College had a conversation with Truist several months ago and the College is now receiving \$100,000 from Truist as an investment, which is much higher than what the College was initially discussing and this has been primarily around talking about the needs of the College and being transparent about the financial situation as well as showcasing what great work the College can do with what the College has and what the College has done to date. Dr. Marshall stated as the College approaches the contract renewals, the College will also be looking at how to get better deals, saving money, and getting investments.

Dr. Marshall stated the second piece is the College's workforce development conversations. Dr. Marshall stated some of the investments that the College is making in terms of equipment, curriculum, and technology. As the College has conversations with industry partnerships how they can help the College financially so that the programs can be built up that ultimately going to benefit from the College's graduates working in the workforce pipeline. Mr. White stated that CATC workforce was not in the operating budget, but the Business Affairs Committee had a discussion about a year ago or so that CATC was losing a lot of money. Mr. White asked where does that stand now. Mr. Sawyer replied that the College will run updated figures on CATC. Mr. Sawyer stated the last time CATC's operations were checked by the College it had actually improved and the revenues were up. Mr. Sawyer stated that years ago CATC was losing over probably a \$1 million dollars and the College is not seeing that anymore. Dr. Marshall stated there was an update several months ago at our last Workforce Subcommittee meeting related to revenues in CATC, but the College only has the meetings quarterly. Dr. Marshall stated that the College will provide an update to the Business Affairs Committee.

Mr. Sawyer stated as it relates to the reserves, the College is in the process of selling the Northwest Regional building and that \$9.9 million is not in the projections, so that would be a one-time infusion. Mr. Sawyer stated the \$9.9 million may cover what the College plan to use for fiscal year 27.

Pastor Mason asked what is the time on the College receiving the report from PEW. Dr. Marshall stated that the College had a brief meeting with PEW and they shared some benchmarking information. Dr. Marshall stated the College is scheduling a follow up meeting in the next couple of weeks that will include Trustee Cooper, Foundation President Tim Spitzer, and Trustee Epps.

Ms. Posoff stated that it was her understanding that the Foundation gives the College money every year, but the College was not factoring it in the budget. Ms. Posoff stated that historically the Foundation has given the College money and does not want it to go away. Dr. Marshall stated that the College is changing the conversation with the Foundation Board. Dr. Marshall stated that there was an Executive Committee Session with the Foundation Board last week and they requested more information about the College's budget. Dr. Marshall stated that the College talked to the Foundation Board about the great things happening at the College and the financial needs of the institution.

Ms. Harrington asked for clarification if the College was asking the Foundation for approval to support the College. Ms. Posoff replied that historically the College received

money from the Foundation yearly but just want the Foundation Board to make sure this continues moving forward. Ms. Flynn stated that there was a resolution that was approved by the Foundation Board as it relates to this year's transfer to the College and when that was presented there was also a discussion about future transfers that have not yet been approved.

Ms. Posoff adjourned the Business Affairs Committee meeting at approximately 10:35am.

### **Executive Committee Meeting Minutes**

Mr. Epps called the Executive Committee meeting to order at approximately 10:37am. Chair Epps requested that Ms. Posoff, who was present in the Board room, preside over the Executive Committee meeting.

#### **(1) Inclusion of Small and Local Businesses in College Purchasing Activities (Policy #216)**

Ms. Flynn stated that, in collaboration with the Policy Working Group, General Counsel's office proposes revisions to and the renaming of Policy #216, currently the Inclusion of Diverse Suppliers and Philadelphia-Based Businesses in College Purchasing Activities. Ms. Flynn stated that the proposed revisions to the policy are consistent with the City of Philadelphia's shift to prioritizing small and local businesses via Executive Order No. 6-25. Ms. Flynn stated that she will delete the incorrect underlining in the policy attached to the agenda at Attachment B prior to presenting it to the Board for approval. [Note: Clean and redlined (to indicate the proposed revisions) versions of the Inclusion of Small and Local Businesses in College Purchasing Activities (Policy #216) were attached to the agenda as Attachment B.]

Ms. Flynn requested that the Executive Committee approves and recommends for approval to the Board of Trustees the Inclusion of Small and Local Businesses in College Purchasing Activities Policy (Policy #216).

**Action:** Ms. Posoff moved to approve and recommend for approval to the Board of Trustees the Inclusion of Small and Local Businesses in College Purchasing Activities Policy (Policy #216). Ms. Amir seconded the motion. Mr. Epps abstained from the vote and stated that is it because he assisted with writing the policy. The motion passed unanimously.

#### **(2) Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following items (Action Items):**

Ms. Posoff stated the since everyone was in attendance for the Business Affairs Committee Meeting morning, the College is asking for approval on: Renewal Contract with Oracle for Oracle Technical Support Services; Amendment to Contract with Naval Welding Institute for Additional Services; and the Purchase of FANUC Robotics Equipment from Integrated Systems Technologies.

**Action:** Ms. Posoff asked for a motion to approve the items listed above. Mr. Posoff moved and Mr. White seconded the motion to approve. The motion passed unanimously.

Mr. Epps stated that the Business Affairs and Executive Committees are going to have an executive session immediately after this meeting to discuss a personnel matter. Ms. Posoff adjourned the Executive Committee meeting at 10:43am. [Note: The Executive Committee did not meet in Executive Session after the meeting because it was cancelled.]

# **ATTACHMENT A**

# INCLUSION OF SMALL AND LOCAL BUSINESSES IN COLLEGE PURCHASING ACTIVITIES

## Memorandum #216 Inclusion of Small and Local Businesses in College Purchasing Activities

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Revised: June \_\_\_\_, 2026  
Original Date of Issue: November 1, 2012  
Approved by: Board of Trustees  
Policy Owner: Director of Purchasing

Support of small and local-based businesses is a business objective of the College in undertaking its procurement of goods and services. Supplier diversity fosters positive economic impact and increases competition within the College's pool of goods and service suppliers. The Purchasing Department is committed to including small and local suppliers in procurement procedures whenever possible. The Purchasing Department is the College's organization unit with the responsibility for identifying and qualifying small and local-based suppliers capable of meeting the College's procurement requirements.

### **Definitions:**

#### Small Business Enterprise (SBE):

Business that is certified as a Small Business Enterprise by an approved agency, such as the City of Philadelphia, PA Unified Certification Program or the Pennsylvania Department of Transportation. "Self-certification" of SBE status is not accepted. Existing Disadvantaged Business Enterprises (DBEs) are automatically eligible for SBE status. DBEs are defined as a small business that is owned and controlled by socially and economically disadvantaged persons as defined in Title 49 of the Code of Federal Regulations Part 26 and certified in accordance with those federal regulations.

#### Local Business Enterprise (LBE):

Business that is registered as an LBE in Philadelphia. To be an LBE in Philadelphia, the business must be headquartered in Philadelphia or, if the business is not headquartered in Philadelphia, it must meet two of the following requirements:

- More than 60% of the business' full-time employees live in Philadelphia. These employees must list Philadelphia as their address on the City of Philadelphia Annual Reconciliation of Employer Wage Tax.
- More than half of the business' full-time employees work in the city at least 60% of the time.

- More than 75% of the business' gross receipts reported on their Business and Income Receipts Tax (BIRT) come from Philadelphia.

### **Responsibilities of the Purchasing Department:**

The Purchasing Department is responsible for:

- identifying SBE and LBE suppliers
- assisting SBE and LBE suppliers in understanding the College procurement process
- mentoring SBE and LBE suppliers before and after awards are made to promote and facilitate continued business growth within the College
- delivering an on-going effort to increase the amount of purchases from SBE and LBE suppliers
- encouraging all internal departments to include SBE and LBE suppliers when looking to source a service or commodity
- providing annual reports of SBE and LBE supplier participation

### **Identifying and Certifying Suppliers:**

The Purchasing and Services Department has established and will maintain partnerships SBEs and LBEs to assist the College with obtaining qualified and varied suppliers.

The College recognizes and accepts the certifications of agencies acceptable to the City of Philadelphia. The City of Philadelphia Office of Economic Opportunity provides a complete listing of acceptable certifying agencies, which can be found at: <https://phila.mwdsbe.com/>In addition, the College has an Equal Opportunity Program (EOP) for large scale construction projects that mirrors the City of Philadelphia and State of Pennsylvania goals for small and local supplier participation.

### **Other Related College Policies:**

Policy #201, Open Market Purchasing;  
Policy #202, Purchases and Contracts Requiring Specific Board Authorization; and  
Policy#203, Expenditure Approval Requirements

# **ATTACHMENT B**

# INCLUSION OF ~~DIVERSE SMALL SUPPLIERS~~ AND ~~LOCAL PHILADELPHIA-BASED~~ BUSINESSES IN COLLEGE PURCHASING ACTIVITIES

## Memorandum #216 Inclusion of ~~Diverse Suppliers~~~~Small~~ and ~~Philadelphia~~~~Local-based~~ Businesses in College Purchasing Activities

Revised: June 2026  
Original Date of Issue: November 1, 2012  
Approved by: Board of Trustees  
Policy Owner: Director of Purchasing

Support of ~~diversity~~~~small~~ and ~~use of Philadelphia~~~~local~~-based businesses is a business objective of the College in undertaking its procurement of goods and services. Supplier diversity fosters positive economic ~~impacts~~~~impact~~ and increases competition within the College's pool of goods and service suppliers. The Purchasing Department is committed to including ~~diverse~~~~small and local~~ suppliers in procurement procedures whenever possible. The Purchasing Department is the College's organization unit with the responsibility for identifying and qualifying ~~diverse~~~~small~~ and ~~Philadelphia~~~~local~~-based suppliers capable of meeting the College's procurement requirements.

### Definitions:

~~Minority, Woman or Disabled~~Small Business Enterprise (M/W/DSBE)SBE):  
Business that is ~~certified as a sole proprietorship owned and controlled~~~~Small Business Enterprise by a minority, woman or disabled person, or a partnership, joint venture, corporation or other entity where at least 51% of an approved agency, such as the business interest~~City of Philadelphia, PA Unified Certification Program or the Pennsylvania Department of Transportations. "Self-certification" of SBE status is held by one or more minority, woman or disabled persons.

~~not accepted. Existing~~Disadvantaged Business Enterprise (DBE)  
Small Business Enterprises (DBEs) are automatically eligible for SBE status. DBEs are defined as a small business that is owned and controlled by socially and economically disadvantaged persons as defined in Title 49 of the Code of Federal Regulations Part 26 and certified in accordance with those federal regulations.

Local Business Enterprise (LBE):

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Business that is registered as an LBE in Philadelphia. To be an LBE in Philadelphia, the business must be headquartered in Philadelphia or, if the business is not headquartered in Philadelphia, it must meet two of the following requirements:

- More than 60% of the business' full-time employees live in Philadelphia. These employees must list Philadelphia as their address on the City of Philadelphia Annual Reconciliation of Employer Wage Tax.
- More than half of the business' full-time employees work in the city at least 60% of the time.
- More than 75% of the business' gross receipts reported on their Business and Income Receipts Tax (BIRT) come from Philadelphia.

### **Responsibilities of the Purchasing Department:**

The Purchasing Department is responsible for:

- identifying ~~certified diverse~~SBE and LBE suppliers
- assisting ~~SBE and LBE diverse and Philadelphia-based~~ suppliers in understanding the College procurement process
- mentoring ~~SBE and LBE diverse and Philadelphia-based~~ suppliers before and after awards are made to promote and facilitate continued business growth within the College
- delivering an on-going effort to increase the amount of purchases from ~~diverse and community~~SBE and LBE suppliers
- encouraging all internal departments to include ~~SBE and LBE diverse~~ suppliers when looking to source a service or commodity
- providing annual reports of ~~diverse~~SBE and LBE supplier participation

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### **Identifying and Certifying Suppliers:**

The Purchasing and Services Department has established and will maintain partnerships ~~SBEs and LBEs with the following local business organizations~~ to assist the College with obtaining qualified ~~and diverse varied~~ suppliers:

- ~~Minority Supplier Development Council (MSDC) PA-NJ-DE~~
- ~~Minority Business Development Agency (MBDA) Center of Pennsylvania~~
- ~~Office of Economic Opportunity, City of Philadelphia~~
- ~~Women Business Enterprise Council PA-DE-NJ~~
- ~~Greater Philadelphia Chamber of Commerce~~
- ~~African American Chamber of Commerce of Pennsylvania, New Jersey & Delaware~~
- ~~Asian American Chamber of Commerce of Greater Philadelphia~~
- ~~Greater Philadelphia Hispanic Chamber of Commerce~~
- ~~Greater Philadelphia Urban Affairs Coalition~~

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The College recognizes and accepts the certifications of agencies acceptable to the City of Philadelphia. The City of Philadelphia Office of Economic Opportunity ~~website~~ at <https://www.phila.gov/departments/office-of-economic-opportunity/> provides a complete

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listing of acceptable certifying agencies, which can be found at: <https://phila.mwdsbe.com>  
In addition, the College has an Equal Opportunity Program (EOP) for large scale construction projects that are acceptable to mirrors the City of Philadelphia and State of Pennsylvania goals for small and local supplier participation.

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~~The College has an Equal Opportunity Program (EOP) for large scale construction projects which mirrors the City of Philadelphia and State of Pennsylvania goals for diverse supplier participation.~~

**Other Related College Policies:**

~~All purchasing procedures are guided by College Policies Numbers~~

~~Policy #201, 201, Open Market Purchasing;~~

~~Policy #202, Purchases and Contracts Requiring Specific Board Authorization; and~~

~~Policy#203, Expenditure Approval Requirements~~

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COMMUNITY COLLEGE OF PHILADELPHIA  
Proceedings of the Meeting of the Board of Trustees  
Thursday, May 7, 2026 - 2:30 p.m.

Present: Mr. Epps, presiding: Ms. Ajeenah Amir, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Tim Ford, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, Pastor Jonathan Mason, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Alycia Marshall, Ms. Shannon Rooney, Dr. Danielle Liautaud-Watkins, Ms. Amanda Pratt, Dr. Lisa Sanders, Ms. Carolyn Flynn, Dr. Seth Jacobson, and Dr. Judy Gay

(1) Executive Session I

(2) Meeting Called to Order

Mr. Epps called the meeting to order. He stated that Executive Session I was devoted to discussions regarding real estate, legal matters, personnel, and contract negotiations.

Mr. Epps introduced incoming Student Government Association President Ciaran DiMartino, who will begin serving as the Student Representative on the Board of Trustees in the fall. Mr. DiMartino shared his academic background, involvement in student life, and enthusiasm for serving in the upcoming academic year. Mr. Epps congratulated outgoing SGA President Daniel Emdin on his recent graduation and welcomed and congratulated Mr. DiMartino.

Mr. Epps reviewed the goals for the meeting:

- Enrollment Update
- Programmatic Updates
- May 2, 2026 Commencement Recap
- Update on May 5, 2026 Budget Hearing

(3) Public Comment

Mr. Epps inquired if there were any requests for public comment. Ms. Flynn reported that no requests for public comment were received.

(4) Report of the President

(a) Commencement Recap

Dr. Marshall provided an update on the College's 2026 Commencement Ceremony and congratulated the graduating class. She highlighted the success of the event, noting the participation of dual enrollment students who earned associate degrees before receiving their high school diplomas, the achievements of Catto Scholarship graduates, and the recognition of nursing graduates. Dr. Marshall also thanked faculty, staff, organizers, and volunteers for their contributions to student success and the successful execution of Commencement.

Dr. Michaux provided an overview of the 2026 Commencement Ceremony, highlighting efforts to increase student engagement and encourage graduates to remain for the duration of the event. She noted that new initiatives, including a surprise confetti celebration and allowing students to decorate their caps, generated excitement and contributed to unprecedented participation levels. Dr. Michaux thanked the many faculty and staff members who assisted with planning and logistics and acknowledged Ms. Kelly Lake, newly appointed Director of Student Engagement and Belonging, for her support during the ceremony.

Dr. Michaux shared that the size and length of the ceremony created new logistical challenges and recommended forming a steering committee to evaluate future commencement models, including the possibility of multiple ceremonies or additional commencement dates. Mr. Epps and other trustees discussed ceremony timing, student retention throughout the event, faculty participation, and long-term planning as the number of graduates continues to grow. Dr. Michaux expressed enthusiasm about continuing the discussion and identifying the best approach for future commencements.

(b) Update on Enrollment

Dr. Rooney provided an update on enrollment (**Attachment A**). She noted the following:

- Spring 2026 enrollment closed with a 5% increase in both headcount and credit hours. Summer I enrollment increased 13% in headcount and 14% in credit hours.
- Summer II enrollment increased 20% in headcount and 18% in credit hours.
- Year-over-year growth by location showed increases at NERC, CATC, West Regional Center, and Online enrollment.
- Early Fall 2026 enrollment is currently showing significant increases in both headcount and credit hours compared to the same time last year, noting that enrollment trends may fluctuate over the summer months.
- Strong enrollment growth in Summer I was noted in Biomedical Equipment Technology, Architectural Visualization, Automotive Services, Chemistry, and Project Management.
- The most populous Summer I programs currently include Health Care Studies, Cybersecurity, and Applied Engineering.

Dr. Rooney also thanked faculty, advisors, counselors, and Enrollment Management staff for their collaborative efforts in supporting student enrollment and registration activities.

(c) Programmatic Updates

SEPTA Pilot Program

Dr. Rooney reported that 76 students participated in the Career and Advanced Technology Center (CATC) SEPTA Pilot Project for free transpasses. She noted that survey responses were collected with support from the Student Government Association and that Cabinet and Dr. Marshall will evaluate the feedback and program logistics before determining next steps for the pilot.

(d) Advancing Our Mission: Success Highlights

Dr. Marshall reported that April is Art opened with student and alumni exhibitions and highlighted a new transfer partnership with Maryland Institute College of Art (MICA) that allows CCP graduates to transfer with junior standing. She thanked the Art Department faculty for hosting a successful event.

Dr. Marshall also reported that the College welcomed several elected officials to campus this month, including Timothy DeFoor, Auditor General of Pennsylvania; Councilmember Mark Squilla; and Representatives Tarik Khan and Andre Carroll. Discussions highlighted healthcare education, civic engagement, advocacy, and student leadership. She thanked the Office of the Chief of Staff and Partnerships for coordinating the visits and showcasing the College's impact.

Dr. Marshall reported that the College celebrated Earth Day with a spring cleanup at Grady's Garden in partnership with students, staff, the Corporate Volunteer Council, PECO, and UPS. She also highlighted the Theater Program's production of *12 Angry Jurors*, which explored themes of justice, civic duty, and consensus through student performances in the Black Box Theater.

Dr. Marshall reported on the Annual Lindback Lecture, presented this year by Dr. Lisa Johnson, recipient of the 2025 Lindback Distinguished Teaching Award. Dr. Johnson's lecture, *You are the Big Picture! Building the Frame and Focusing the Lens for Connection-Driven Success*, focused on the "hidden curriculum" experienced by community college students and emphasized the importance of transparency, intentional support, and collaboration in promoting student success. Dr. Marshall also noted that Dr. Colin Ruggero will serve as the 2026 honoree.

Dr. Marshall reported that the College community gathered for a Spring Gathering held on Main Campus and the Regional Centers. The event provided an opportunity to share College updates, reflect on progress, celebrate achievements related to student success, and engage in a Q&A session with Cabinet members. She thanked the College community for participating and MMS for supporting the event's multimedia needs.

Dr. Marshall reported on several April celebrations leading up to Commencement, including the Culinary Arts and Hospitality Management student luncheon and the Collegewide LatinE Celebration hosted by the Alumni Association and LatinX Network. She thanked the faculty, staff, and organizers who helped recognize and celebrate student achievement.

Dr. Marshall reported that on April 17, the College hosted the PA Talent Pipeline Project Career Discovery Day and Project MFG Welding Competition at CATC. State Representative Rick Krajewski served as a guest judge for the event, which included students from the School District of Philadelphia.

Dr. Marshall reported that on April 28, the College celebrated the inaugural cohort of 19 students who completed the Proficiency Certificate in Restorative Justice at the CATC. The program, led by Sarah Byker James, is aligned with the University of San Diego's Center for Restorative Justice and the National Center on Restorative Justice.

Dr. Marshall reported that the College celebrated the graduation of the third cohort of the Aspiring Leaders Program, a competency-based leadership development program aligned with leadership competencies established by the American Association of Community Colleges. She noted that the program supports institutional succession planning through mentorship and leadership development opportunities for Community College of Philadelphia employees. Dr. Marshall congratulated the program participants and recognized Ms. Kelly Lake on her recent promotion to Director of Student Engagement while participating in the program.

Dr. Marshall reported that graduation celebrations continued with the Nursing Pinning Ceremony, which recognized 120 nursing graduates. She thanked Trustee Michael Cooper for delivering remarks and the nursing faculty for their contributions to the event.

Dr. Marshall reported that on April 28, the College celebrated the pinning of more than 300 Catto graduates. The ceremony included remarks by Trustee Epps and Councilmember Cindy Bass. Dr. Marshall thanked Dr. Jacobson and Ms. Mercado for their leadership.

Dr. Marshall reported that the College held its annual Spring Block Party on April 15, 2026. During the event, commencement student speaker Ms. Jessica Domney was announced as the winner of the student competition. Dr. Marshall thanked Strategic Communications and Ms. Lake for organizing the event.

Dr. Marshall reported that the College celebrated its annual Student Excellence Awards on April 22, recognizing students for leadership, service, and academic achievements. Dr. Marshall thanked Trustee Dr. Carol Jenkins for delivering remarks.

Dr. Marshall reported that the College celebrated a new class of Phi Theta Kappa Honor Society inductees and noted that the chapter was recently recognized as a Reach Chapter for excellence in membership.

Dr. Marshall recognized outgoing SGA President Daniel Emdin during his final Board meeting as student representative and congratulated him on graduating with highest honors in Chemistry. She highlighted his academic achievements, scholarships, leadership roles, volunteer service, and contributions to the College community, including his service as President of the Student Government Association and Phi Theta Kappa Honor Society. Dr. Marshall commended Mr. Emdin as an exemplary student leader and representative of the College.

Mr. Emdin thanked Dr. Marshall and shared that he had received a full scholarship offer from Rice University and was awaiting additional college decisions.

(e) Update on May 5, 2026 Budget Hearing

Dr. Marshall provided an update on the College's budget testimony before City Council. She reported that she was joined by members of Cabinet, the Office of Budget and Finance, and the Office of the Chief of Staff and Partnerships in presenting testimony on behalf of the College. Dr. Marshall also recognized outgoing SGA President Daniel Emdin for accompanying the team to both Harrisburg and City Council hearings and for serving as a strong advocate for the College by sharing his personal

story and the impact of CCP on his family. Dr. Marshall thanked all who contributed to the successful testimony.

(f) 60th Anniversary Update (Dr. Shannon Rooney) and Foundation Report (Amanda Pratt and Mr. Tim Spreitzer)

Dr. Rooney provided an update on promotional efforts for the College's 60th Anniversary celebration, Rhythm and RISE, scheduled for June 9, 2026. She reported that save-the-date notices, invitations, and marketing materials had been distributed through print, email, media, social media, and community outreach efforts. Dr. Rooney also announced that Patti LaBelle will be honored with the Lifetime Achievement Award and noted that additional promotional efforts and trustee toolkits would continue leading up to the event.

Ms. Pratt provided an update on Institutional Advancement and the CCP Foundation, including fundraising, grants, scholarships, alumni engagement, and the College's 60th Anniversary celebration efforts. She reported that the College raised more than \$5.7 million in public grants and approximately \$2.5 million in private fundraising support through March 31, 2026.

Ms. Pratt highlighted several recent initiatives and events, including the Estate Planning Seminar, the Nursing Scholarship Luncheon, the Spring Alumni Reception, and the launch of CCP Sundays, a community outreach initiative involving local faith communities.

Ms. Pratt also reported that, as of May 7, 2026, the 60th Anniversary Celebration campaign had raised approximately \$169,790 through sponsorships, ticket purchases, and donations. Foundation Board participation was at 19%, and Board of Trustees participation was at 32%. Ms. Pratt noted that fundraising efforts for the 60th Anniversary celebration will continue through the Investiture of Dr. Marshall in late October.

Board members discussed fundraising participation, sponsorship efforts, and continued fundraising opportunities related to the College's 60th Anniversary initiatives.

Mr. Epps encouraged members of the Board of Trustees, Foundation Board of Directors, Cabinet, staff, and alumni to support the College's 60th Anniversary celebration efforts and to continue leaning in to help ensure the success of this important milestone for the Institution.

(5) Student Outcomes Committee, April 2, 2026

Ms. Fulmore-Townsend reported that the Student Outcomes Committee met on April 2, 2026, and reviewed the Behavioral Health and Human Services A.A.S. program and the Psychology A.A. program. She noted that both programs demonstrated strong enrollment, student retention, transfer outcomes, and experiential learning opportunities. Ms. Fulmore-Townsend also highlighted the successful growth and revitalization of the Behavioral Health and Human Services program following earlier enrollment concerns and commended the faculty and department leadership for strengthening both programs. Both program reviews are included on the consent agenda.

(6) Business Affairs Committee, April 15, 2026

Mr. Ford reported that the Business Affairs Committee met on April 15, 2026, and reviewed several items included in the consent agenda, including contracts for Ellucian Intelligent Processing, VMware Cloud Foundation licensing through Carahsoft Technology Corp., desktop computer purchases to support the College's transition to Windows 11, and a contract with EAB for strategic advisory services. He also discussed a resolution clarifying the naming designation of the Ardmore Toyota and Central City Toyota Lobby at CATC and provided an update on the College's ongoing technology planning efforts. In addition, Mr. Ford noted that Perkins funding is being used to support upgrades to sound equipment and practice rooms for students.

- (a) Resolution on the Main Lobby of the Career and Advanced Technology Center as "The Ardmore Toyota & Central City Toyota Lobby" (A)

Ms. Flynn noted that a typographical error had been identified in the title of the resolution included in the agenda materials, as the word "Naming" had been omitted. She requested approval of a revised resolution reflecting the corrected title for the naming of the main lobby of the Career and Advanced Technology Center.

Mr. Epps called for a motion to approve the Resolution on Naming the Main Lobby of the Career and Advanced Technology Center as "The Ardmore Toyota & Central City Toyota Lobby **(Attachment B)**."

Ms. Posoff moved with Mr. White seconding, that the Board approve the Resolution on Naming the Main Lobby of the Career and Advanced Technology Center as "The Ardmore Toyota & Central City Toyota Lobby." The motion carried unanimously.

- (7) Consent Agenda

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

- (a) Board of Trustees Proceedings and Minutes of Decisions and Resolutions, Meeting of April 2, 2026
- (b) Grants and Gifts
- (c) Behavioral Health and Human Services A.A.S. Academic Program Review
- (d) Psychology A.A. Academic Program Review
- (e) Contract with Ellucian for Ellucian Intelligent Processing (EIP)
- (f) Contract with Carahsoft Technology Corporation for VMware Cloud Foundation Licensing
- (g) Windows 10 Computers Upgrade Project
- (h) Contract EAB for Strategic Advisory Services

Mr. Ford moved, with Mr. Dubow seconding, that the Board approve the Consent Agenda. The motion carried unanimously.

(8) Report of the Chair

(a) Acknowledgements

Mr. Epps presented resolutions recognizing the service of Mr. Anthony Simonetta, Chair of the Audit Committee (**Attachment C**), and member of the Board of Trustees Rosalyn McPherson (**Attachment D**). Mr. Epps noted that Mr. Simonetta had served as Chair of the Audit Committee since 2014 and thanked him for his years of leadership and dedication to the College. Trustees also recognized his important role in guiding the College through external and internal audit processes.

Trustee McPherson was recognized for her service to the Board since September 2015, including her leadership in advancing diversity, equity, and inclusion initiatives and support for vendor diversity efforts. Trustees acknowledged her dedication to the College and the City of Philadelphia.

The resolutions were presented as formal expressions of appreciation and best wishes on behalf of the College.

(b) Reminder: Nominations for Board Officers

Mr. Epps asked Secretary Amir to confirm with Mr. Clancy that a full slate of nominees had been identified for the Board officer positions of Chair, Vice Chair, and Secretary prior to the June election. It was noted that trustees have through May to express interest in serving in an officer role.

In response to a question regarding the Vice Chair position, Mr. Epps clarified that while the Board has had two Vice Chairs in the past, it is not required.

Mr. Epps also noted that Trustee Rosalyn McPherson will be resigning from the Board prior to June 30, 2026, due to relocation.

(c) Rhythm and RISE 60<sup>th</sup> Anniversary Celebration

Mr. Epps reminded the Board that the Rhythm and RISE 60th Anniversary Celebration is scheduled for Tuesday, June 9, 2026, at 6:00 p.m., in the Athletics Center.

(d) 2026 ACCT Leadership Congress

Mr. Epps reminded the Board that the 2026 ACCT Leadership Congress is scheduled for October 20-24, 2026, in Chicago. Please let Candice Rivera know if you plan on attending.

The Board discussed opportunities for greater College participation and visibility at national conferences, including presentations, panel discussions, leadership roles, and award nominations through ACCT and other higher education organizations.

(9) Old Business

There was no old business discussed.

(10) New Business

There was no new business discussed.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, June 4, 2026, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

(12) Adjourn

The meeting adjourned at 4:34 p.m.

Executive Session II

Mr. Epps stated the Board will reconvene in Executive Session to discuss governance and personnel matter. The Board will not return.



# Enrollment Update

- **Final Spring Enrollment**
  - Headcount up 5% (13,017)
  - Credit count up 5% (113,552)
- **Summer I enrollment (May 11)**
  - **Overall**
    - Headcount up 13% (5,460)
    - Credit count up 14% (26,865)
  - **By location**
    - **NERC** headcount up 30% (318)
    - **CATC** headcount up 114% (83)
    - **Online** headcount up 4% (3,809)
- **Summer II enrollment (July 7)**
  - **Overall**
    - Headcount up 20% (4,287)
    - Credit count up 18% (18,792)
  - **By location**
    - **NERC** headcount up 40% (337)
    - **CATC** headcount up 67% (101)
    - **Online** headcount up 13% (1,388)
- **Fall enrollment (early days!)**
  - Headcount up 65% (5,338)
  - Credit count up 64% (50,200)

ATTACHMENT B

Resolution on Naming the Main Lobby of the College’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Lobby”

Fiscal Year 2025-2026

**WHEREAS**, on February 22, 2024, M & B Paul, Inc. confirmed their intent to direct contributions made to the Community College of Philadelphia Foundation to name the Ground Floor Lobby of the Community College of Philadelphia’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Community Room.”

**WHEREAS**, by March 10, 2024, M & B Paul, Inc. entered into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia, pledging \$100,000, to be paid in five annual installments of \$20,000 beginning in Fiscal Year 2024; and the purpose of the donation is for the naming of the Ground Floor Lobby of the College’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Community Room.”

**WHEREAS**, in accordance with the College’s Naming Policy and the terms of the Gift Agreement, the College desires to properly recognize the donation from M & B Paul, Inc.

**WHEREAS**, on this 14<sup>th</sup> Day of March 2024, the Board of Trustees resolved that in accordance with the terms of the Gift Agreement the College shall name the Ground Floor Lobby of the College’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Community Room.”

**WHEREAS**, the parties agree that the Resolution and Gift Agreement should be amended to state that the College shall name the Main Lobby of the College’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Lobby.”

**NOW THEREFORE**, on this 7<sup>th</sup> day of May, 2026, the Board of Trustees resolves that in accordance with the terms of an Amendment to the Gift Agreement the College shall name the Main Lobby of the Community College of Philadelphia’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Lobby.”

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

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Alycia Marshall, Ph.D., President

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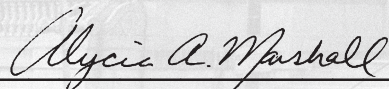
Gim Lim, Treasurer

# Resolution of Appreciation

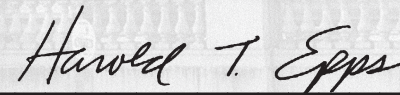
## COMMUNITY COLLEGE OF PHILADELPHIA PHILADELPHIA, PENNSYLVANIA

*This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on May 7, 2026:*

- WHEREAS, Mr. Anthony Simonetta has served Community College of Philadelphia with distinction as Chair of the Audit Committee since 2014;
- WHEREAS, during his tenure as Chair of the Audit Committee, Mr. Simonetta provided outstanding leadership and oversight with respect to the College's financial reporting, independent audit process, internal controls, and compliance responsibilities, consistently upholding the highest standards of accountability, integrity, and transparency;
- WHEREAS, Mr. Simonetta worked collaboratively with College management, external auditors, and trustees to strengthen governance practices, promote fiscal responsibility, and support the long-term financial stability and public trust of Community College of Philadelphia;
- WHEREAS, Mr. Simonetta retired from service to the College in March 2026, leaving a lasting legacy of professionalism, diligence, and commitment to excellence in public higher education;
- BE IT RESOLVED, that the Board of Trustees of Community College of Philadelphia hereby expresses its sincere appreciation and gratitude to Mr. Anthony Simonetta for his exemplary leadership and distinguished service as Chair of the Audit Committee; and
- BE IT FURTHER RESOLVED, that the Board commends Mr. Simonetta for his many years of dedicated service and his significant contributions to the effective governance, financial oversight, and stewardship of the College; and
- BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Mr. Simonetta as a formal expression of the Board's respect, recognition and best wishes in his retirement.



ALYCIA A. MARSHALL, PH.D.  
*President*  
*Community College of Philadelphia*



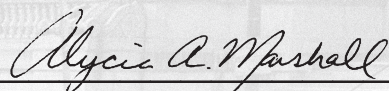
HAROLD T. EPPS  
*Chair*  
*Board of Trustees*

# *Resolution of Appreciation*

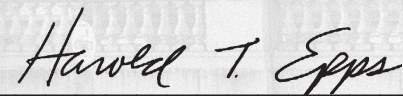
## COMMUNITY COLLEGE OF PHILADELPHIA PHILADELPHIA, PENNSYLVANIA

*This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on May 7, 2026:*

- WHEREAS, Rosalyn McPherson has dutifully served as a member of the Board of Trustees and a member of the Student Outcomes committee since September 2015, and has served as a vice chair since September 2021;
- WHEREAS, Ms. McPherson played an integral role in bringing more diversity, equity, and inclusion (DEI) practices and principles to the College and making DEI a pillar of CCP's Strategic Plan;
- WHEREAS, Ms. McPherson ensured the College focused on Philadelphia vendors, and vendors with a commitment to diversity, demonstrating our commitment to DEI and the city;
- WHEREAS, in 2025, Ms. McPherson chaired a DEI response group to facilitate possible College responses to executive orders on DEI, which would support and acknowledge our dedication to our mission, DEI initiatives, and our diverse community;
- WHEREAS, always a champion of CCP, our students, and our positive impact on the City of Philadelphia, Ms. McPherson participated in events held by the Association of Community College Trustees, advocating for funding for community colleges;
- WHEREAS, for the benefit, growth and support of our students and our institution, Ms. McPherson highlighted to leadership many diverse resources in the community that would help the College in supporting students and fulfilling its mission;
- WHEREAS, when asked to complete a task for the College, Ms. McPherson never said "no;"
- BE IT RESOLVED, that the President and the members of the Board of Trustees of Community College of Philadelphia express their deepest admiration and appreciation for Rosalyn McPherson, whose expertise, care, and diligence brought growth and excellence to Community College of Philadelphia, the College community, and the City of Philadelphia.



ALYCIA A. MARSHALL, PH.D.  
*President*  
*Community College of Philadelphia*



HAROLD T. EPPS  
*Chair*  
*Board of Trustees*

COMMUNITY COLLEGE OF PHILADELPHIA  
Meeting of the Board of Trustees  
Thursday, May 7, 2026 - 2:30 p.m.  
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. Epps, presiding: Ms. Ajeenah Amir, Representative Morgan Cephas, Mr. Pat Clancy, Mr. Michael Cooper, Mr. Rob Dubow, Mr. Tim Ford, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, Pastor Jonathan Mason, Ms. Mindy Posoff, Mr. Jeremiah White, Dr. Alycia Marshall, Ms. Shannon Rooney, Dr. Danielle Liataud-Watkins, Ms. Amanda Pratt, Dr. Lisa Sanders, Ms. Carolyn Flynn, Dr. Seth Jacobson, and Dr. Judy Gay

(1) Executive Session I

(2) Meeting Called to Order

Mr. Epps called the meeting to order and stated that Executive Session I was devoted to discussions regarding real estate, legal matters, personnel, and contract negotiations.

Mr. Epps welcomed incoming Student Government Association President Ciaran DiMartino, who will begin serving as the Student Representative on the Board of Trustees in the fall.

Mr. Epps reviewed the goals for the meeting:

(3) Public Comment

There were no requests for public comment.

(4) Report of the President

(a) Commencement Recap

The Board was provided with an update on the College's 2026 Commencement Ceremony, which took place on May 2, 2026. Dr. Michaux, Dean of Students and Director of Operations, discussed efforts to increase student participation and engagement and recommended the formation of a steering committee to evaluate future commencement models, including the possibility of multiple ceremonies or additional commencement dates. Trustees also discussed ceremony logistics, faculty participation, and long-term planning as the number of graduates continues to increase.

(b) Update on Enrollment

The Board was provided with an update on enrollment for summer I, summer II, and fall 2026.

(c) Programmatic Updates

SEPTA Pilot Program

The Board was informed that 76 students participated in the Career and Advanced Technology Center (CATC) SEPTA Pilot Project for free transpasses. Survey responses were collected and program logistics will be evaluated to determine next steps for the pilot.

(d) Advancing Our Mission: Success Highlights

The Board was informed of several recent College events and initiatives, including April is Art, student recognition and Commencement-related celebrations, the Lindback Lecture, Earth Day activities, CATC workforce development events, and student leadership and academic achievement programs.

The Board also recognized outgoing student trustee representative Daniel Emdin for his leadership, academic achievements, and service to the College community.

(e) Update on May 5, 2026 Budget Hearing

The Board was informed of the College's budget testimony before City Council, which took place on May 5, 2026, and acknowledged the contributions of the Cabinet and Office of Budget and Finance in supporting the well-received presentation.

(f) 60th Anniversary Update (Dr. Shannon Rooney) and Foundation Report (Amanda Pratt and Mr. Tim Spreitzer)

The Board was informed of promotional efforts for the College's 60th Anniversary celebration, Rhythm and RISE, scheduled for June 9, 2026, including print, email, media, social media, and community outreach initiatives. The Board was also informed that Patti LaBelle will receive the Lifetime Achievement Award.

The Board was provided with an update on fundraising support through March 31, 2026, recent Institutional Advancement initiatives and events, and fundraising efforts related to the College's 60th Anniversary celebration. Board members also discussed sponsorship opportunities and continued fundraising efforts in support of the College's anniversary initiatives.

(5) Student Outcomes Committee, April 2, 2026

The Student Outcomes Committee met on April 2, 2026, and reviewed the Behavioral Health and Human Services A.A.S. and Psychology A.A. programs. She highlighted strong outcomes and the successful revitalization of the Behavioral Health and Human Services program. Both program reviews are included on the consent agenda.

(6) Business Affairs Committee, April 15, 2026

The Business Affairs Committee met on April 15, 2026, and reviewed several consent agenda items, including technology-related contracts, desktop computer purchases to support the College's transition to Windows 11, and a contract with EAB for strategic advisory services. The Board was also informed of a resolution regarding the naming designation of the Ardmore Toyota and Central City

Toyota Lobby at CATC, ongoing technology planning efforts, and Perkins-funded upgrades to sound equipment and practice rooms for students.

- (a) Resolution on the Main Lobby of the Career and Advanced Technology Center as “The Ardmore Toyota & Central City Toyota Lobby” (A)

The Board approved the Resolution on Naming the Main Lobby of the Career and Advanced Technology Center as “The Ardmore Toyota & Central City Toyota Lobby.”

- (7) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Board of Trustees Proceedings and Minutes of Decisions and Resolutions, Meeting of April 2, 2026
- (b) Grants and Gifts
- (c) Behavioral Health and Human Services A.A.S. Academic Program Review
- (d) Psychology A.A. Academic Program Review
- (e) Contract with Ellucian for Ellucian Intelligent Processing (EIP)
- (f) Contract with Carahsoft Technology Corporation for VMware Cloud Foundation Licensing
- (g) Windows 10 Computers Upgrade Project
- (h) Contract EAB for Strategic Advisory Services

- (8) Report of the Chair

- (a) Acknowledgements

Mr. Epps presented resolutions recognizing the service of Mr. Anthony Simonetta, Chair of the Audit Committee (**Attachment B**), and member of the Board of Trustees Rosalyn McPherson (**Attachment C**).

The resolutions were presented as formal expressions of appreciation and best wishes on behalf of the College.

- (b) Reminder: Nominations for Board Officers

Members of the Board were reminded to contact Mr. Clancy regarding their interest in serving as a Board Officer. The Board was also informed that while the Board previously had two Vice Chairs, only one Vice Chair is required.

Mr. Epps also noted that Trustee Rosalyn McPherson will be resigning from the Board prior to June 30, 2026, due to relocation.

- (c) Rhythm and RISE 60<sup>th</sup> Anniversary Celebration

The Board was reminded that the Rhythm and RISE 60th Anniversary Celebration is scheduled for Tuesday, June 9, 2026, at 6:00 p.m., in the Athletics Center.

(d) 2026 ACCT Leadership Congress

The Board was reminded that the 2026 ACCT Leadership Congress is scheduled for October 20-24, 2026, in Chicago. Please let Candice Rivera know if you plan on attending.

(9) Old Business

There was no old business discussed.

(10) New Business

There was no new business discussed.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, June 4, 2026, at 2:30 p.m. in the Isadore A. Shrager Boardroom, M2-1. The meeting will be hybrid.

(12) Adjourn

The meeting adjourned at 4:34 p.m.

Executive Session II

Mr. Epps stated the Board will reconvene in Executive Session to discuss governance and personnel matter. The Board will not return.

**Community College of Philadelphia Meeting of the Board of Trustees**  
**Office of College Institutional Advancement and Foundation**  
**Record of Grants and Gifts FY26 as of 4/30/26 (Trustees Meeting: June 4, 2026)**

**Summary by Source:**

	FY2026		FY2025	FY2026 and FY2025
Held by College	<i>since last report</i> 3/1/26 - 4/30/26	Fiscal Year To Date 7/1/25 - 4/30/26	Fiscal Year To Date 7/1/24 - 4/30/25	Variance 7/1 - 4/30
Federal	\$ -	\$ 278,417	\$ 4,055,954	\$ (3,777,537)
State	\$ 260,000	\$ 5,692,498	\$ -	\$ 5,692,498
Local / City	\$ -	\$ -	\$ 329,143	\$ (329,143)
<b>Total</b>	<b>\$ 260,000</b>	<b>\$ 5,970,915</b>	<b>\$ 4,385,097</b>	<b>\$ 1,585,818</b>
Held by Foundation (Cash-in-Hand)	<i>since last report</i> 3/1/26 - 4/30/26	Fiscal Year To Date 7/1/25 - 4/30/26	Fiscal Year To Date 7/1/24 - 4/30/25	Variance 7/1 - 4/30
Corporations	\$ 20,000	\$ 324,040	\$ 332,155	\$ (8,115)
External Foundations	\$ 321,354	\$ 1,524,940	\$ 1,993,854	\$ (468,914)
Individuals	\$ 28,306	\$ 913,722	\$ 511,619	\$ 402,104
Organizations	\$ 3,141	\$ 100,665	\$ 399,073	\$ (298,407)
<b>Total</b>	<b>\$ 372,801</b>	<b>\$ 2,863,368</b>	<b>\$ 3,236,700</b>	<b>\$ (373,333)</b>
<b>TOTAL</b>	<b>\$ 632,801</b>	<b>\$ 8,834,283</b>	<b>\$ 7,621,797</b>	<b>\$ 1,212,485</b>

Gifts In-Kind	<i>since last report</i> 3/1/26 - 4/30/26	Fiscal Year To Date 7/1/25 - 4/30/26	Fiscal Year To Date 7/1/24 - 4/30/25	Variance 7/1 - 4/30
<b>TOTAL</b>	\$ 14,609	\$ 18,344	\$ 105,840	\$ (87,496)

**PUBLIC / GOVERNMENT SUMMARY (posted 4/1/26 – 4/30/26)**

- The Pennsylvania Department of Education awarded \$60,000 to support It's On Us to strengthen the College's institutional capacity to prevent and respond to sexual assault, dating violence, domestic violence, and stalking.
- The Pennsylvania Department of Labor & Industry awarded an additional \$200,000 (above the initial \$400,000) to support PA Smart Apprenticeships Expansion. The College will develop and maintain a Registered Apprenticeship Program (RAP) for the occupation of Industrial Maintenance Mechanic. Currently, the College operates a registered IMM Pre-Apprenticeship, which will be able to connect to the RAP and facilitate stronger pipelines through the College to employment opportunities.

**PRIVATE / PHILANTHROPIC SUMMARY (posted 4/1/26 – 4/30/26)**

- The Chappell Culpeper Family Foundation awarded \$178,500 to support FY26-28 Pathways to Prosperity.

- W. W. Smith Charitable Trust awarded \$80,000 to support the W.W. Smith Charitable Trust Scholarship.
- The Leo & Peggy Pierce Family Foundation awarded \$30,000 to support Single Stop.
- The Hamilton Family Foundation awarded \$25,000 as a sponsor for the 60<sup>th</sup> Anniversary in support of the Dr. Alycia Marshall 7<sup>th</sup> President's Fund. (*Note: The Hamilton Family Foundation subsequently increased their gift an additional \$5,000 to become a Gold sponsor.*)
- Parx Casino awarded \$20,000 as a sponsor for the 60<sup>th</sup> Anniversary in support of the Dr. Alycia Marshall 7<sup>th</sup> President's Fund.
- A private donor awarded \$10,000 as a sponsor for the 60<sup>th</sup> Anniversary in support of the Dr. Alycia Marshall 7<sup>th</sup> President's Fund.

**GIFTS IN-KIND SUMMARY (posted 4/1/26 – 4/30/26)**

- AstraZeneca provided an in-kind gift of working laboratory freezers and incubators for the College's biology lab, valued at \$14,609.

## June 2026 Internal Events

### **June 01**

CCME Graduation  
6:00PM-8:00PM  
Bonnell Building, Large Auditorium

### **June 03**

Behavioral Health and Human Services Practicum  
Education Program Event  
9:00AM-1:00PM  
Pavilion Building, Klein Cube

### **June 04**

Catto Partners Brunch  
11:00AM-1:00PM  
Pavilion Building, Klein Cube

Real Men, Real Talk Summit  
5:30PM-8:00PM  
Bonnell Building, Large Auditorium

### **June 08**

K-16 Partnership Graduation Breakfast  
9:00AM-12:00PM  
Winnet Student Life Building, Great Hall

Dental Hygiene Program Student Orientation  
11:00AM-1:00PM  
Winnet Student Life Building, S2-03

Catto Teaching Pathways Convening  
12:00PM-4:30PM  
Winnet Student Life Building, Coffeehouse

### **June 09**

Parkway Middle College Graduation  
2:30PM-4:00PM  
Bonnell Building, Large Auditorium

60<sup>th</sup> Anniversary Celebration  
6:00PM-9:00PM  
Athletic Center, Gymnasium

### **June 11**

Masterman Graduation  
10:00AM – 12:00PM  
Athletic Center, Gymnasium

Gateway to College Graduation  
5:00PM-8:00PM  
Winnet Student Life Building, Great Hall

### **June 15-17**

TRIO Upward Bound Summer Orientation  
8:00AM-4:00PM  
Winnet Student Life Building, Coffeehouse

### **June 15**

I AM MORE Film Screening “Big BRYCE Son”  
11:00AM-3:00PM  
Winnet Student Life Building, Great Hall

### **June 16**

Juneteenth Celebration  
11:30am-1:30pm  
Northeast Regional Center, Community Room

### **June 17**

Dental Hygiene Pinning/ Recognition Ceremony  
6:00PM-8:00PM  
Winnet Student Life Building, Great Hall

### **June 22**

Power Up Store Owner Series Event  
3:00PM-8:00PM  
Pavilion Building, Klein Cube

### **June 23**

Pride Luncheon  
12:00 PM-2:00PM  
Pavilion Building, Klein Cube

### **June 24**

Respiratory Care Technology Pinning Ceremony  
5:00PM- 7:00PM  
Winnet Student Life Building, Great Hall

### **June 25**

Diagnostic Medical Imaging Pinning Ceremony  
5:00PM-7:00PM  
Bonnell Building, Large Auditorium