

**COMBINED/HYBRID MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, January 14, 2026**

Present for the Business Affairs Committee: Ms. Mindy Posoff (presiding), Mr. Timothy Ford, Mr. Rob Dubow (via zoom), Pastor Jonathon Mason (via zoom), Mr. Cooper (via zoom), and Ms. Harrington (via zoom)

Present for the Executive Committee: Ms. Mindy Posoff (presiding); Ms. Ajeenah Amir (via zoom)

Present for the Administration: Dr. Alycia Marshall, Mr. Jacob Eapen, Mr. Derrick Sawyer, Mr. Moe Rahman, Dr. Lisa Sanders, Dr. Danielle Liautaud-Watkins, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Mr. Gim Lim, Mr. John Wiggins, Ms. Carolyn Flynn, Ms. Marsia Henley, Ms. Lisa Hutcherson, Mr. Seth Jacobson, and Ms. Koi Stevens

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

Please see [Attachment A](#) that contains a spreadsheet that lists the vendor/consultant, the amount and the source of funding (i.e., Capital Budget, Operating Budget, Perkins Grant, or Bond Proceeds).

Ms. Posoff called the Business Affairs Committee meeting to order at 9:20 am. Ms. Posoff highlighted the agenda items, and asked Mr. Eapen to proceed with the first agenda item.

Ms. Posoff stated that the agenda items in the Public Session would be re-numbered. The Artificial Intelligence (AI) presentation would follow agenda items 2, 3, and 4. The meeting would conclude with the AI presentation to ensure sufficient time.

Mr. Ford moved to table the discussion regarding the first action item on the agenda, the Commercial Broker Real Estate Services presentation, until the February 2026 meeting, with instructions to rebid the services and present the recommended bid for consideration of the contract at the next Business Affairs Committee meeting scheduled for February 18, 2026. Mr. Dubow seconded the motion. The motion passed unanimously.

(1) Change Order: CBI Pipe Project with Dewitt Heating, Air Conditioning, and Mechanical Services (Action Item)

Mr. Eapen stated that the Board of Trustees approved the original contract at \$531,000. The Facilities Department requested the Approval of Change Order #1 to add necessary scope to the CBI Pipe project.

Ms. Posoff referred to the attachment, stating that there is a new column on the budget. Mr. Eapen stated that the budget was for \$750,000, with this change order we are using \$700,000.

Mr. Wiggins stated that during construction, existing isolation valves serving the hot and cold-water HVAC piping were found to be past their useful life and no longer holding. These valves are required for proper system isolation, maintenance and emergency response.

Change Order Additions:

- Seven (7) new isolation valves
- Additional labor for weekend work and weekday overtime to minimize operational disruption.
- Payment and Performance (P & P) bonds associated with the added scope

Justification

Existing valves are failing and cannot be reused. Replacement is required to ensure system reliability and safe operation. Completing this work as part of the current project avoids future shutdowns and higher costs. Overtime and weekend work are necessary to maintain building operations. Bonding is required per contract and policy.

Final Impact

Change Order #1 includes material, labor, and bonding costs. This charge order is in the amount of \$168,931 (See attachment B).

Staff requests that the Business Affairs Committee recommend to the full board to approve a change order of \$168,931 with Dewitt Heating and Air Conditioning Mechanical Services to add necessary scope to the CBI Pipe project in the amount of \$168,931. These funds will come from the capital budget. (See Attachment C): Capital Spending Spreadsheet).

Action: Mr. Ford motioned and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee to approve a change order of \$168,931 for the CBI Pipe Project. The funds for this project will come from the capital budget. The motion passed unanimously.

Executive Session Announcement: Ms. Posoff stated that prior to the Business Affairs Committee meeting, there was an Executive Session that referred to both personnel/labor negotiations, and real estate matters.

(2) Resolution for a One-Time Retirement Incentive (Action Item)

Ms. Flynn stated that the College administration would like to offer a one-time retirement incentive for full-time employees who are sixty-five (65) years of age with fifteen (15) years of full-time continuous service at the College. Full-time faculty members who meet these

criteria by August 31, 2026 are eligible for the incentive. Full-time administrators, classified, and confidential staff who meet these criteria by June 30, 2026 are eligible for the incentive.

Ms. Flynn stated there are different dates as it relates to retirement for full-time faculty versus administrators, classified staff, and confidential staff. Ms. Flynn stated that employees who elect the incentive would receive 25% of their full annualized base salary. The retirement incentive proposal was presented to the Federation and the Federation requested to increase the initial bonus that would be offered to employees who elected the incentive by February 15, 2026. The College seeks to modify the bonus amount that is currently on the agenda and resolution from \$2,000 to \$2,500 based on negotiations with the Federation. Ms. Flynn stated that the College is still in the process of negotiating, and we are seeking a resolution that would be subject to a side agreement with the full-time faculty bargaining agreement, and a side agreement with the classified unit. The College may request a postponement of the employee's retirement if the retirement would unreasonably interfere with a specific College program.

Ms. Flynn stated there are some amendments to the resolution that she would like to review with the Committee and then have the Committee vote on. Ms. Flynn stated that based on prior discussions with the Federation, we are seeking to amend the resolution that is attached to the agenda to state in the 4th paragraph, that the incentive will be 25%, with an additional bonus of \$2,500 if the option is elected by February 15, 2026.

Also, Ms. Flynn requested to amend the resolution so that the applicability of the retirement incentive to all eligible full-time employees is subject to the execution of a side-agreement between the Faculty & Staff Federation of the College approving the same. Additional details about the one-time retirement incentive are included in the Resolution for a One-Time Retirement Incentive, which is attached as Attachment D.

Mr. Ford motioned, and Mr. Dubow seconded the motion to amend the Resolution for a One-time Retirement Incentive as requested by Ms. Flynn. The motioned passed unanimously.

Next, the College administration requested that the Business Affairs Committee recommend to the Executive Committee to approve the amended Resolution for a One-Time Retirement Incentive. Mr. Ford motioned, and Mr. Cooper seconded the motion to recommend to the full Board to approve the amended Resolution for the One-Time Retirement Incentive. The motioned passed unanimously.

(3) Artificial Intelligence (AI) Presentation – (Information Item)

The presentation explores how Community College of Philadelphia (CCP) is using AI today, emerging trends, and discusses the emerging needs and possible strategies to become AI-ready while addressing ethical and operational concerns (See attachment E).

Dr. Marshall stated that she wanted to credit Trustee White for requesting this presentation. She noted that she is aware that the world is rapidly changing and that AI is having a significant impact on both how businesses operate and how institutions prepare students for the workforce. She explained that this presentation is critically important for assessing where the College currently stands with respect to AI, particularly in highlighting that AI is already being integrated into various aspects of the College's work. Most importantly, in the classroom—especially in teaching and learning—there is a tremendous opportunity to leverage AI to streamline business practices, save time, and potentially realign or reduce human resource needs. Dr. Marshall emphasized that this intentional approach can help identify areas for cost savings and allow the College to reinvest resources in support of long-term financial sustainability.

Dr. Marshall stated that what is most exciting is the opportunity to reexamine how the College provides services to students in order to be more responsive, noting that the work of the institution is fundamentally centered on students. She emphasized that with every step forward, the College can consider how AI may help improve responsiveness and expand the ability to serve more students effectively. Dr. Marshall also noted that faculty are already engaging with AI in the classroom, using it as a teaching and learning tool to support students. She identified this as an area with strong potential for continued expansion and development.

Dr. Marshall stated that it is particularly important to recognize that many employers now require AI skills for the positions they are hiring, and in some cases, AI competencies are considered even more valuable than traditional technical skills, depending on the industry or company. She emphasized that the College has an institutional responsibility to respond to this shift by ensuring that students are equipped to enter a workforce where understanding and effectively using AI is increasingly expected.

Dr. Marshall stated that this presentation is intended to evaluate where the College currently stands, outline plans for moving forward, and explore how AI can be integrated into operations, daily work, and future teaching and learning. She noted that it also offers insight into what lies ahead as the College navigates the rapidly evolving AI landscape.

Dr. Marshall expressed her excitement in introducing the leaders of this work: Dr. Karen Rege, Dean of Online Learning and Multimedia Services, and Mr. Moe Rahman, Chief Information Officer. She noted that they have taken key leadership roles in charting the College's course, gathering information from across the institution, and preparing this presentation. Dr. Marshall acknowledged that this presentation has been a long time in the making, having been postponed a few times, and emphasized that the College is excited to share it today.

Mr. Rahman and Dr. Rege did the presentation on AI (See Attachment E).

Ms. Posoff asked if there is a timeline on when the college will have certain KPI's or movements, or if the staff could come back to the Business Affairs Committee and give complete updates. Ms. Posoff stated that she encourages this presentation to be done at Student Outcomes and have it integrated into the Student Outcomes discussion, as AI gets built into different parts of the conversation. Ms. Posoff suggested to have an information session for the entire Board on an update on how the College is building it out, not just the ChatGPT, but through the curriculum.

Mr. Ford echoed Ms. Posoff's comments, noting that curriculum integration presents significant opportunities for students to develop AI skills and enhance their career placement after CCP. He added that integrating AI into the curriculum may lead some faculty to revise their syllabi and course content quickly and enthusiastically.

Mr. Ford stated that the Board could provide valuable oversight through the Student Outcomes Committee, as noted by Ms. Posoff. He observed that many Board members serve on either the Business Affairs or Student Outcomes Committees and, given that this presentation was to Business Affairs, he wanted to highlight this point for Board members and others who participate in the Student Outcomes Committee.

Mr. Ford stated that program reviews provide a valuable opportunity for Board oversight, including asking how AI is being integrated into the curriculum. He added that as the College forms an AI Committee, it will be important to ensure the Committee can take actionable steps, potentially including the establishment of key performance indicators (KPIs).

Mr. Ford emphasized that the AI Committee should not simply be a forum for discussion where ideas go unimplemented. He stated that there should be a clear path for integrating and executing good ideas,

and he added that he will continue to consider ways for the Board to monitor progress.

Dr. Marshall agreed that integrating AI oversight into the other sub-committees is beneficial. She also suggested including Workforce Development, noting that some AI initiatives have already been piloted in non-credit courses, making it another valuable venue for implementation and oversight.

Dr. Marshall added that while there are many steps ahead, the College will work to integrate AI initiatives across all areas of its operations, and the impact will be reflected in various aspects of the College's work.

Trustee Harrington asked whether external firms will be used to develop AI initiatives, specifically for tools such as ChatBots or other AI efforts, rather than relying on CoPilot, and if so, whether the firms could be identified. Mr. Rahman responded that the LEO system was developed with IVY.AI and that no outside firms are currently being used; future engagement of external firms will be determined after the AI Committee is formed. He also noted that Microsoft CoPilot, along with ChatBots and Retrieval-Augmented Generations (RAG) agents, is making it increasingly easier to deploy many front-end AI agents locally.

Mr. Rahman stated that, from his perspective as CIO, Microsoft provides a significant advantage by offering integrated solutions that are ready to use, while also allowing the College to scale and maintain data security.

Ms. Posoff suggested that, as discussed in previous Board meetings, it would be helpful to share tools or resources with Trustees—such as books or courses—so they can better understand how to implement AI. Ms. Posoff noted that while the presentation was informative, there is still a need for guidance on practical application beyond ChatBots. Mr. Rahman responded that the College maintains an AI adoption site with a wealth of information, particularly targeted for staff. He also noted that a recent professional development workshop was held

during PD Week on using CoPilot is also available to all, providing real-life examples of problem-solving. Mr. Rahman stated that he would be happy to share the site with everyone. Ms. Posoff stated that perhaps it could be placed on BoardEffect to be used as a resource.

Pastor Mason stated that this was a good presentation and referenced Dr. Marshall's earlier comments about the potential for AI to reduce expenses. He noted that, as AI continues to evolve, many jobs may be eliminated in the future and asked whether the College is helping students understand what the future job market will look like and how they should focus their efforts in light of emerging technologies.

Pastor Mason stated that, in his experience teaching at another institution, AI has been a major topic of discussion and asked whether the College might be training students for jobs that may soon disappear. Mr. Rahman responded that, based on reports such as the World Economic Forum and the Work Trend Index, while many jobs will be lost or displaced due to AI, a significant number of new jobs will also be created.

Mr. Rahman stated that, according to the World Economic Forum, there is a projected net gain of 2m jobs involving AI in the United States by 2030. He noted that while some jobs will be displaced, they are not necessarily lost, and emphasized that the College's role is to address these changes by providing retraining and the necessary skills so that displaced workers can adapt to the evolving job market.

Dr. Marshall stated that she sees two ways ahead of that, which we've talked about a little bit in the presentation. One way is to organically integrate AI skills into our curriculum. The students that are already in whatever program to study, we should ensure that as part of that learning experience, they are also pick up AI skills and specifically, how to apply the AI skills into their particular field. The other pieces talked about, developing full forces around AI skill development, which has already been started by Dr. Babic. It is also a way for someone to take non-credit course and quickly upscale and learn about AI and augment their learning experience.

Dr. Marshall noted that the point was well taken during our discussion on Workforce, particularly as we consider which jobs to prioritize for future program development. This includes evaluating which programs are currently relevant and which ones we should continue to invest in and grow.

Dr. Marshall stated that we need to take a look at what our program offers and what we want to do moving into the future.

Ms. Posoff clarified that the presentation will be put on BoardEffect/Diligent.

Mr. Ford motion to adjourn the Business Affairs Committee meeting, and Mr. Dubow seconded the motion. The motion passed unanimously.

AGENDA EXECUTIVE COMMITTEE **PUBLIC SESSION**

Ms. Posoff opened the Executive Committee meeting at 10:20 am.

Based upon the Business Affairs Committee's decision to table the Commercial Broker Real Estate Services action item, Ms. Flynn requested that the Executive Committee moves to amend the Executive Committee's agenda to remove the Commercial Broker Real Estate Services reference in action item #1 of the Executive Committee agenda. Ms. Amir moved and Ms. Posoff seconded the motion to amend the Executive Committee's agenda to remove the Commercial Broker Real Estate Services from the list below action item #1 of the Executive Committee's agenda. The motion passed unanimously.

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

Action: Ms. Amir motioned and Ms. Posoff seconded the motion to approve the change order for necessary scope to the CBI Pipe project with Dewitt Heating & Air Conditional Mechanical Services.

Action: Ms. Amir motioned and Ms. Posoff seconded the motion to approve Resolution (as amended) for a One-Time Retirement Incentive.

Ms. Posoff announced that the Executive Committee would be meeting in an Executive Session on February 12, 2026.

The meeting adjourned at 10:40am.

ATTACHMENT A
FUNDING FOR ACTION ITEMS
MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
AGENDA: January 14, 2026

| Agenda No. | Vendor/Consultant | Amount | Source |
|-------------------|--|---------------|----------------|
| 1 | Change Order – CBI Piping with Dewitt Heating, Air Conditioning, and Mechanical Services | \$168,931 | Capital Budget |
| | | | |

ATTACHMENT B

DeWitt Heating, Air Conditioning, and
Mechanical Services

INVOICE

Bill To



Community College of Philadelphia Attn: Mark
Brown/Main Campus CBI Building
1700 Spring Garden Street
Philadelphia, PA
(267) 216-7667

DeWitt HVAC

8325 Stenton Avenue, Ste 2A
Philadelphia, Pa 19150
Phone: (267) 228-7355
Email: dewitthvac@gmail.com
Web: www.dewitthvac.com

Payment terms 30 Days
Invoice # 1485
Date 01/07/2026
PO # Change Order / CBI Piping

Description

Total

| | |
|---|-------------|
| Change Order / CBI Piping / Added Scope Materials | \$58,900.00 |
|---|-------------|

Scope

- Replace piping on 2nd floor risers with new shut off valve for both supply & return
- Valve placement are installed downstream from existing shut off / balancing valve
- Replace piping on 3rd floor riser with new shut off valve for both supply & return
- Replace shut off valve on 1st floor for both supply & return
- Purchase 8 shut off valves & 4 balancing valves

Shut off Valves \$1750 per valve X 8 = 14,000

Balancing Valves \$1400 per valve X 4 = 5,600

Schedule 40 Piping (4 inch) & Clamps / Fittings

Insulation

Mark-up 15%

| | |
|--|-------------|
| Additional Labor hours per floor Weekend / WeekdayRate | \$98,900.00 |
|--|-------------|

Hourly Rate is \$220.00

| | QTY | Rate | Total |
|-------------------|-----|------|---------|
| Foreman | | | |
| Regular hours | 40 | 220 | 8800 |
| Overtime hours | 36 | 330 | 11880 |
| Double time hours | 8 | 440 | 3520 |
| | | | =24,200 |

Journeyman

| | | | |
|-------------------|----|-----|---------|
| Regular hours | 40 | 220 | 8800 |
| Overtime hours | 36 | 330 | 11880 |
| Double time hours | 8 | 440 | 3520 |
| | | | =24,200 |

Journeyman

| | | | |
|-------------------|----|-----|---------|
| Regular hours | 40 | 220 | 8800 |
| Overtime hours | 36 | 330 | 11880 |
| Double time hours | 8 | 440 | 3520 |
| | | | =24,200 |

Apprentice

| | | | |
|-------------------|----|-----|---------|
| Regular hours | 40 | 150 | 6000 |
| Overtime hours | 36 | 225 | 8100 |
| Double time hours | 8 | 300 | 2400 |
| | | | =16,500 |

Carpentry

Lump sum =9,800

| | |
|---|-------------|
| Bonds 4% of project | \$20,130.51 |
| Performance & Payment Bonds with 2 year warranty (4%) | |
| Discount to %3.75 | |



Scan to Pay Online

| | |
|-----------------|---------------------|
| Subtotal | \$177,930.51 |
| Discount | \$9,000.00 |
| Total | \$168,930.51 |

By signing this document, the customer agrees to the services and conditions outlined in this document.

Community College of Philadelphia Attn: Mark
Brown/Main Campus CBI Building

ATTACHMENT C

Capital Budget

| Building Group | New or C/O | Facility Projects | Initial Spending | Revised | Actual | Available budget |
|-----------------------------------|------------|---|-------------------|-------------------|------------------|------------------|
| Bonnell | New | Bonnell HVAC Replacements | 120,320 | 120,320 | 120,320 | 0 |
| Bonnell | C/O | Enrollment Center- Enhancement | 1,442,153 | 1,442,153 | 1,523,007 | (80,853) |
| Bonnell | New | Roof Replacement | 1,498,823 | 1,498,823 | 0 | 1,498,823 |
| Bonnell | New | Xerox Digital Press Install | 30,000 | 30,000 | 20,984 | 9,016 |
| Total Bonnell | | | 3,091,296 | 3,091,296 | 1,664,311 | 1,426,986 |
| CBI | New | CBI BAS Replacements | 115,000 | 115,000 | 262,858 | (147,858) |
| CBI | New | Replace HVAC Piping | 750,000 | 750,000 | 0 | 750,000 |
| Total CBI | | | 865,000 | 865,000 | 262,858 | 602,143 |
| Mint | C/O | Mint Building Front Doors | 953,250 | 953,250 | 1,003,150 | (49,900) |
| Mint | New | Office upgrades | 14,713 | 14,713 | 14,713 | 0 |
| Mint | C/O | Mint Lighting | | 982,100 | 0 | 982,100 |
| Mint | C/O | Office upgades/relocations from 1500 Spring Garden | 1,144,216 | 1,144,216 | 1,103,933 | 40,283 |
| Total Mint | | | 2,112,178 | 3,094,278 | 2,121,796 | 972,483 |
| NERC | New | HVAC Upgrade | 607,384 | 1,000,000 | 205,289 | 794,711 |
| NERC | C/O | Bridge repairs | 300,000 | 300,000 | 296,305 | 3,695 |
| Total NERC | | | 907,384 | 1,300,000 | 501,594 | 798,406 |
| Parking | | Main garage -Phase IV & V | 0 | 225,160 | 89,900 | 135,260 |
| Total Parking | | | 0 | 225,160 | 89,900 | 135,260 |
| West | New | Intraoral xray unit | 0 | 0 | 4,835 | (4,835) |
| West | Complete | Simulation Lab for Nursing & Allied Health; Renovation of respiratory care Lab | 396,020 | 396,020 | 572,704 | (176,684) |
| Total West | | | 396,020 | 396,020 | 577,539 | (181,519) |
| WRC | C/O | CATC Parking Lot | 600,000 | 367,600 | 0 | 367,600 |
| WRC | New | CATC welding lab and WRC space - NWI Welding program | 500,000 | 250,000 | 648,514 | (398,514) |
| Total West Regional Center | | | 1,100,000 | 617,600 | 648,514 | (30,914) |
| Winnet | C/O | Old Cafeteria renovation to single stop office space, Keys, etc., | 1,417,280 | 1,242,080 | 879,080 | 363,000 |
| Winnet | New | Technology upgrades in coffee house and student area | 49,590 | 49,590 | 0 | 49,590 |
| Winnet | New | Mechanical Systems Upgrade | 33,985 | 33,985 | 0 | 33,985 |
| Total Winnet | | | 1,500,856 | 1,325,656 | 879,080 | 446,576 |
| Various | C/O | Divisional Priorities | 355,000 | 355,000 | 28,548 | 326,452 |
| Various | New | Computers | 2,500,000 | 2,500,000 | 0 | 2,500,000 |
| Various | New | Emergency Repairs | 0 | 95,145 | 95,145 | 0 |
| Various | C/O | Miscellaneous (Contingencies) | 256,326 | 318,905 | 532,170 | (213,265) |
| Various | C/O | Multi Media auditorium | 300,000 | 300,000 | 386,886 | (86,886) |
| Various | C/O | Rebranding | 247,952 | 247,952 | 87,616 | 160,336 |
| Various | C/O | Furniture & Fittings | 50,000 | 50,000 | 23,331 | 26,669 |
| Various | New | Solar Panels (College portion) | 500,000 | 500,000 | 0 | 500,000 |
| Pavilion | New | CULA Classroom Technology Update | 87,500 | 87,500 | 87,500 | 0 |
| Pavilion | New | Install 2 hot water circuit pumps | 11,338 | 11,338 | 11,338 | 0 |
| Pavilion | New | Install Elevator Rm Heat Pump Condenser | 14,943 | 14,943 | 14,943 | 0 |
| Total Various | | | 4,323,059 | 4,480,782 | 1,267,476 | 3,213,306 |
| GRAND TOTAL | | | 14,295,793 | 15,395,793 | 8,013,067 | 7,382,726 |
| Report as of 12/19/2025 | | | | | | |

ATTACHMENT D

Resolution for a One-Time
Retirement Incentive

Resolution for a One-Time Retirement Incentive

WHEREAS, the College administration recommends that the College offer on a one-time basis a retirement incentive to Full-time Faculty employees who as of August 31, 2026, will have attained fifteen (15) years of continuous full-time service and sixty-five (65) years of age, and to administrators, classified and confidential staff who as of June 30, 2026 will have attained fifteen (15) years of continuous full-time service and sixty-five (65) years of age;

WHEREAS, employees should not rely on this one-time retirement incentive being offered at any time in the future;

NOW THEREFORE, on this 14th day of January, 2026, the Business Affairs Committee and Executive Committee of the Board of Trustees hereby resolves and approves the college offering the following one-time retirement incentive:

The College will offer the following, on a one-time basis, separate and distinct from the retirement incentive provided in Article XIII, A., 11(a) in the Full-time Faculty Collective Bargaining Agreement: (a) full-time faculty member who, by the end of the 2025-2026 academic year (i.e. August 31, 2026), will reach sixty-five (65) years of age, with fifteen (15) years of full-time continuous service at the College (as a full-time faculty member, visiting lecturer, or as a classified, confidential, or administrative employee, including years on unpaid leave or on long-term disability), may give notice by March 15, 2026 to retire effective August 31, 2026; (b) the Board agrees to pay a retirement incentive to all such full-time faculty who elect this option; (c) the incentive will be 25% of the faculty member's full annual base salary, with an additional bonus of \$2,000 if the option is selected by February 15, 2026; (d) the College may request a postponement of a full-time faculty's retirement under the terms of this provision until after the end of the Fall 2026 semester if the retirement would unreasonably interfere with a specific College program; and

The College will offer the following, on a one-time basis, separate and distinct from the retirement incentive provided in Article XV, 5(a) in the Classified Collective Bargaining Agreement and/or any other retirement incentive available to administrators and confidential employees: (a) a full-time administrator, full-time confidential employee, or full-time classified employee who, by June 30, 2026 will reach sixty-five (65) years of age, with fifteen (15) years of full-time continuous service at the College (as a full-time faculty member, visiting lecturer, or as a classified, confidential, or administrative employee, including years on an approved unpaid leave or on long-term disability), may give notice by March 15, 2026 to retire no later than June 30, 2026 (provided however, the employee must attain sixty-five (65) years of age and fifteen (15) years of full-time service by his/her effective retirement date); (b) the Board agrees to pay a retirement incentive to all such employees who elect the option; (c) the incentive will be 25% of the Employee's full annualized base compensation, with an additional bonus of \$2,000 if the option is selected by February 15, 2026; (d) the College may request a postponement of an employee's retirement under the terms of this provision until December 31, 2026 if the retirement would unreasonably interfere with a specific College program.

Be it further resolved that all eligible employees are only eligible for one retirement incentive offer from the College and may not elect this One-Time Retirement Incentive if they have already elected any other retirement incentive offered by the College under the Collective Bargaining Agreement or otherwise.

Be it further resolved that the one-time retirement incentive offer will only be offered to employees in the Full-time Faculty Bargaining Unit and Classified Bargaining Unit upon execution of a Side Agreement with the Faculty & Staff Federation of the Community College of Philadelphia approving the same.

Harold T. Epps, Chair

Ajeenah Amir, Secretary

Jacob Eapen, Treasurer

Alycia Marshall, President

ATTACHMENT E

Artificial Intelligence (AI) Presentation



ARTIFICIAL
INTELLIGENCE

Artificial Intelligence

Current landscape &
Preparing CCP for the future



COMMUNITY COLLEGE OF PHILADELPHIA

Topics

AI Fundamentals

- Basic Terminology & Types of AI

Current Landscape

- How we currently use AI
- Faculty Development

AI Trends

- Trends in next 12-24 months
- Job Structures for AI
- Examples of Possibilities

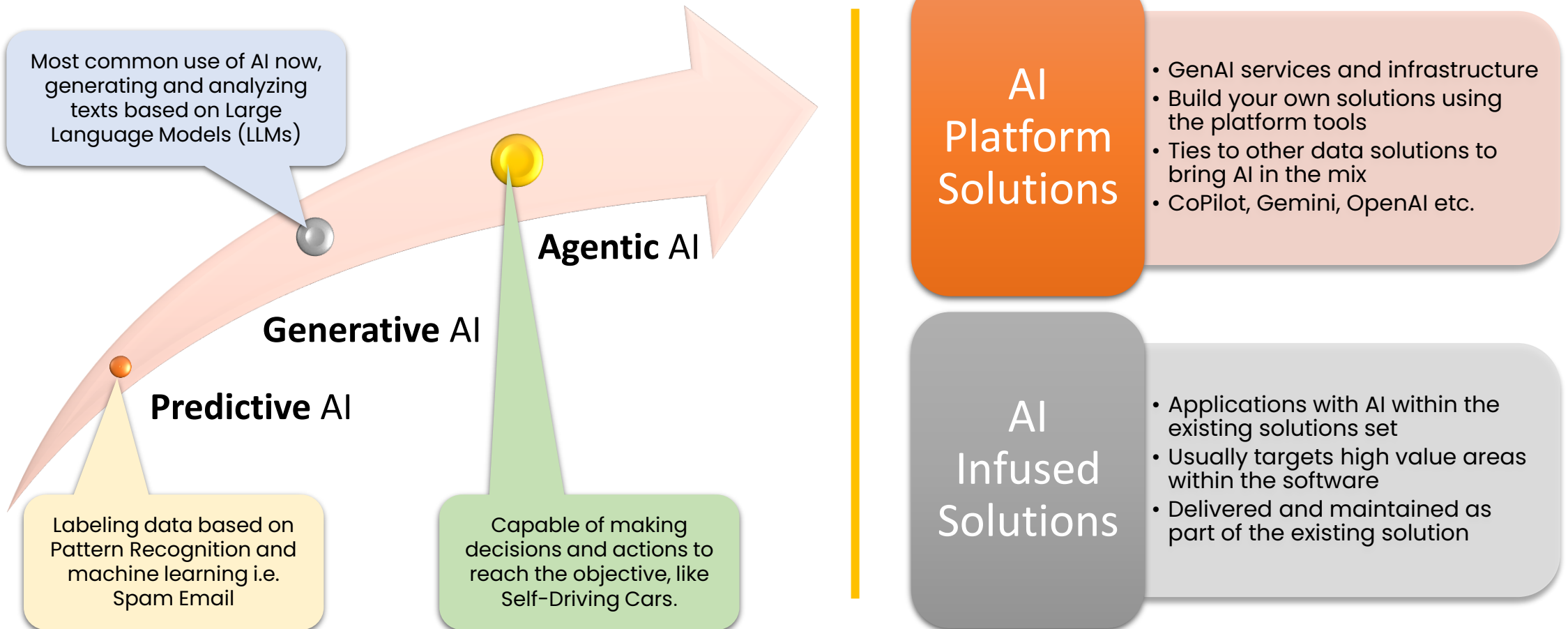
Forming an Actionable Plan

- Becoming AI Ready
- Setting a Vision

Q&A



Types of AI & solutions





AI tools in use by type at CCP

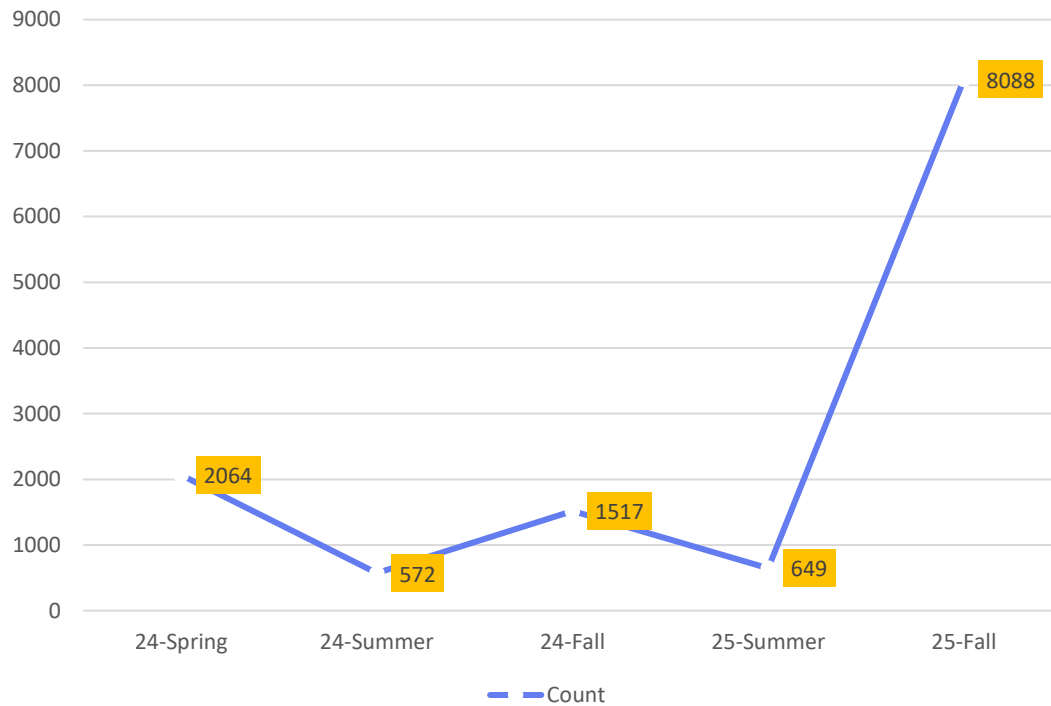
| Topics | AI Tools | Type of AI / Solution | Primary users |
|--|--|-----------------------|--------------------------|
| Student Canvas Support | LEO Chatbot by IVY.AI | AI Platform | Students |
| AI written text detection | CopyLeaks | Gen AI / AI Infused | Faculty |
| Writing coaching | Packback | Gen AI / AI Infused | Faculty/Student |
| Resume writing and interview prep | Big Interview | Gen AI / AI Infused | Career Services/Students |
| General content creation / text summarization / exam creation etc. | ChatGPT, Gemini, Copilot, Claude, Perplexity, Ideogram | Gen AI / AI Infused | Students/Faculty/Staff |
| Transcription, notes summary | Teams, Zoom Companion AI, Kaltura | Gen AI / AI Infused | Students/Faculty/Staff |
| Image & Video generation | Dall.E, Midjourney, Lumen5, Canva | Gen AI / AI Infused | Students/Faculty/Staff |

Source: Teaching & Learning using AI at CCP – Summer Institute Presentation, 2025



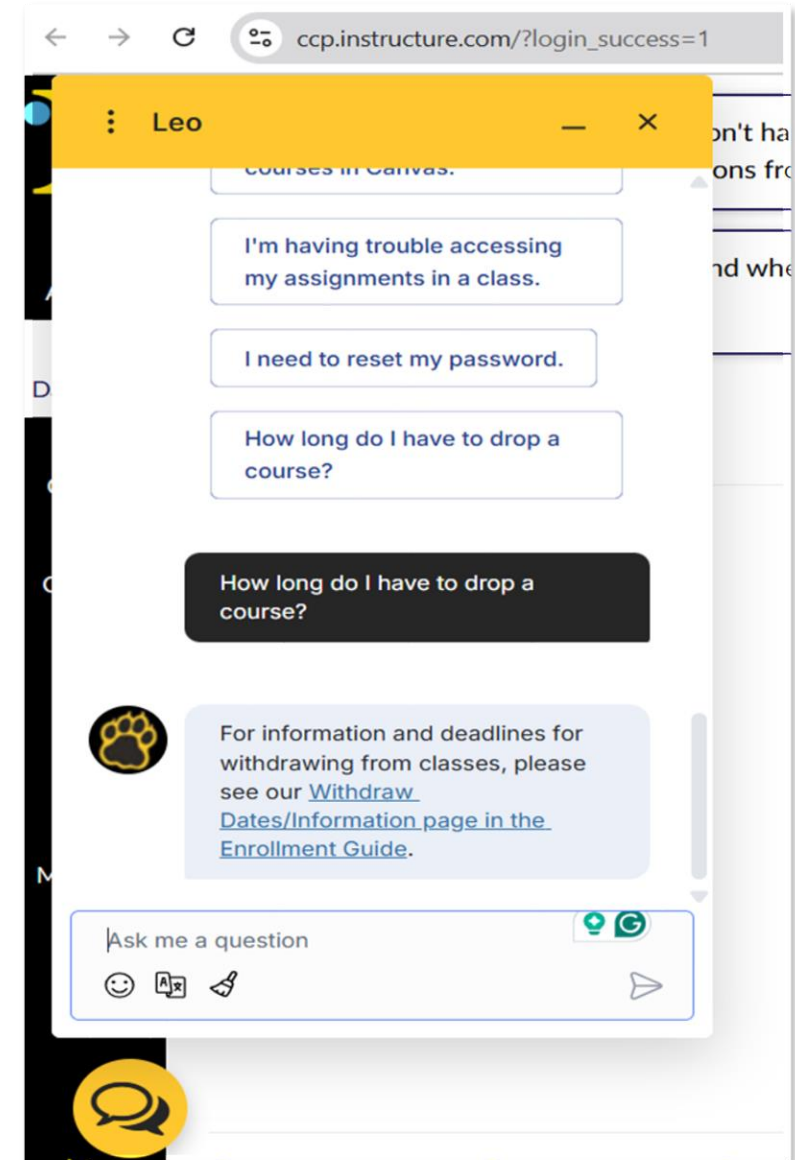
COMMUNITY COLLEGE OF PHILADELPHIA

LEO's adoption



Unique interactions- Fall 2025- 8088

Unique users- Fall 2025- Students: 755, Faculty: 45





COMMUNITY COLLEGE OF PHILADELPHIA

Faculty Professional Development

2023–2024--**20 unique participants**

- Professional & Organizational Development workshop
- Achieving the Dream workshop
- FCTL workshop – What, Why, How of AI

2024–2025-**105 unique participants**

- Teaching Circle (3 sessions)
- *Teaching with AI* book group (2 sessions)
- AI Playgrounds
- Summer Institute

2025–2026

- AI Assessment Summit- **25 unique participants** by invitation

Other opportunities:

- Plenary session for Provost's Division meeting in Fall 2024
- Resource Guide development
- Discussions at the individual department level
- Faculty Fellows- AI (24–25) and FCTL (25–26)



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Organic Adoption in Academics

Content Generation to Enhance Student Learning

- **English:** Writing support & critical analysis
- **Biology:** Visual learning tools e.g. interactive videos for concept explanation
- **Fashion Merchandising:** Market research and social media strategy development

Ethical Use

- **Social Sciences:** Discussions on bias, environmental concerns, and privacy
- **Paralegal Studies:** Teaching students legal research with AI and brief writing, as well as hallucination identification

Use in the profession

- **Allied Health:** Exploring AI's impact on healthcare roles
- **Foundational Math:** Connecting mathematical concepts to future career applications



AI Trends in next 12 – 24 months

- Computing User Agents (CUAs)
 - AI Competency rose from 17% to 45% between January – July 2024.
 - Expect 100% competency by 2026 – OSWorld report
 - **Paradigm Shift:**
 - Horizontal/Shallow → Deep/Vertical
 - bottom-up innovation
 - AI as an extension of yourself
- **66%** of leaders say they wouldn't hire someone without AI skills.
 - **71%** say they'd rather hire a less experienced candidate with AI skills than a more experienced candidate without them.
 - And junior candidates may have a new edge: **77%** of leaders say, with AI, early-in-career talent will be given greater responsibilities.

Source: Citrix, *What Happens When AI Agents Score 100% in Computing Using Benchmarks?* July 24, 2025. <https://www.citrix.com/blogs/2025/07/24/what-happens-when-ai-agents-score-100-in-computing-using-benchmarks>

Source: Brian Madden, *SHI Fall Summit Keynote Address*, Vice President of Technology at Citrix, October 16, 2025.

Source: 2024 Work Trend Index Annual Report, Microsoft & LinkedIn. <https://www.microsoft.com/en-us/worklab/work-trend-index/ai-at-work-is-here-now-comes-the-hard-part>



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Job Structure for AI



| Job Title | Entry-Level Salary | Median Salary | Associates Degree OK? | Reason |
|---------------------------------|--------------------|---------------|-----------------------|------------------------------------|
| AI Conversation Designer | \$73,959 | \$80,242 | Yes | With Strong UX+Writing Skills |
| Interaction Designer | \$73,082 | \$89,777 | Yes | Portfolio Matters More |
| Prompt Engineer | \$69,539 | \$99,210 | Yes | Skills > Degree, But Coding Helps |
| AI Architect | \$107,886 | \$154,142 | No | Advanced Technical Role |
| AI Artist Engineer | \$95,000 | \$124,218 | No | Requires CS/AI Background |
| Knowledge Architect | \$57,054 | \$79,663 | No | Usually Requires Bachelor's |
| AI Adoption Strategist | \$117,447 | \$139,834 | No | Business + AI Strategy Expertise |
| Human-AI Collaboration Lead | \$117,447 | \$143,297 | No | Leadership + Advanced AI Knowledge |
| Data Annotator | \$35,000 | \$50,000 | Yes | Entry-Level, Minimal Degree |
| Orchestration Engineer | \$69,362 | \$91,420 | Yes | With Strong Technical Skills |
| AI Engineer | \$95,000 | \$134,023 | No | CS/Engineering Degree Preferred |
| Responsible Use of AI Architect | \$107,886 | \$154,142 | No | Requires Ethics + AI Architecture |
| Agent Operations Manager | \$90,000 | \$115,000 | Yes | Experience + Degree |
| SVP of AI Strategy | \$250,000 | \$300,000 | No | Executive Leadership Role |
| Head of AI | \$180,000 | \$215,000 | No | Executive Role, Advanced Education |
| EVP of AI | \$300,000 | \$350,000 | No | Top Executive Role |

User experience Roles

Workforce & Business Development Roles

Technical Roles

Supervisory Roles

Source: Abril, Danielle. "As AI reshapes the job market, here are 16 roles it has created." *The Washington Post*, 31 Oct.

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Examples of Possibilities



Speed up General Productivity



Agentic AI Voice Support



Text based AI Agents for HR/Finance



Report & BI



Enhanced Student Advising



Personalized Learning



Financial Aid Submission Support



Augmented Academic Support



Expense Processing



Procurement Processing



Donor Management



Room Scheduling



Better utilization of time

Engage in more meaningful service

Solve more complex issues

See the unseen



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Demo: We all have an assistant!

The screenshot shows a Google Voice interface on the left and a video call window on the right. The video call window displays a presentation slide titled "Proof of Concept: Agentic AI in Action".

Proof of Concept: Agentic AI in Action

| Objective: | Value: | Method: |
|---|---|---|
| <ul style="list-style-type: none">• Simplify Password change / MFA reset• Empower self-service• Solve scaling issue | <ul style="list-style-type: none">• 20% case volume is MFA/Password related• Time sensitive / Directly related to productivity & revenue | <ul style="list-style-type: none">• Agentic AI, performing individual data retrieval and execute actions• Escalating complex situations to human experts |

Below the video call window, a text overlay reads: "Hello, you've reached the password reset"



What AI solutions we are exploring

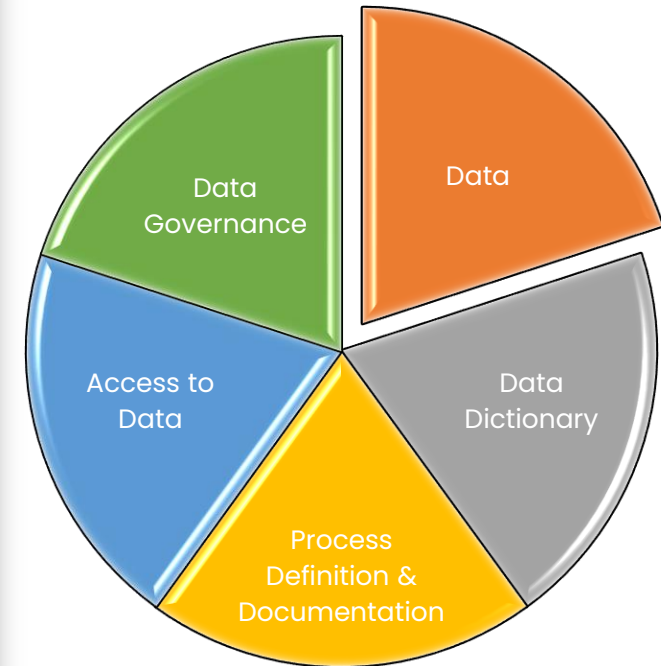
| AI Tool | Capability | Type of AI / Solution |
|--|---|--|
| Microsoft o365 Data Classification / Retention / Data Loss Prevention Platform / Fortinet Data Loss Prevention | Data Classification, Protection and Retention | Traditional + Predictive AI / Agentic AI |
| Helpdesk AI Voice Agent & Chatbots for use across the campus | Assist with answering common questions, making information available through interactive experience, Password and MFA reset | Gen AI / Agentic AI |
| Ellucian Journey | Workforce, Continuing Ed, Non-Credit / Credential Stacking, Badges, Program Development through AI | Gen AI / AI Infused |
| Ellucian Intelligent Processing | Automation of forms, approvals, workflow, tasks, holds, actions in Banner ERP | Gen AI / AI Infused |
| Microsoft Copilot with Mail, Teams, Sharepoint, Power Automate and Agents | Leverages AI within the o365 ecosystem and AI copilot agents that are designed to solve specific problems | Gen AI / Agentic AI / AI Platform |
| Abnormal.AI | Email security enhancement | Agentic AI |
| Tableau, AWS Reporting | Gen-AI based report/dashboard generation capability | Gen AI / AI Platform |
| AI Policy for entire college | A broad policy that allows safe experimentation with guardrails | - |



Becoming AI Ready

A Maturity Framework for Data Management

Elements of these stages include data storage, data governance, reporting and analytics, people and culture, and AI readiness



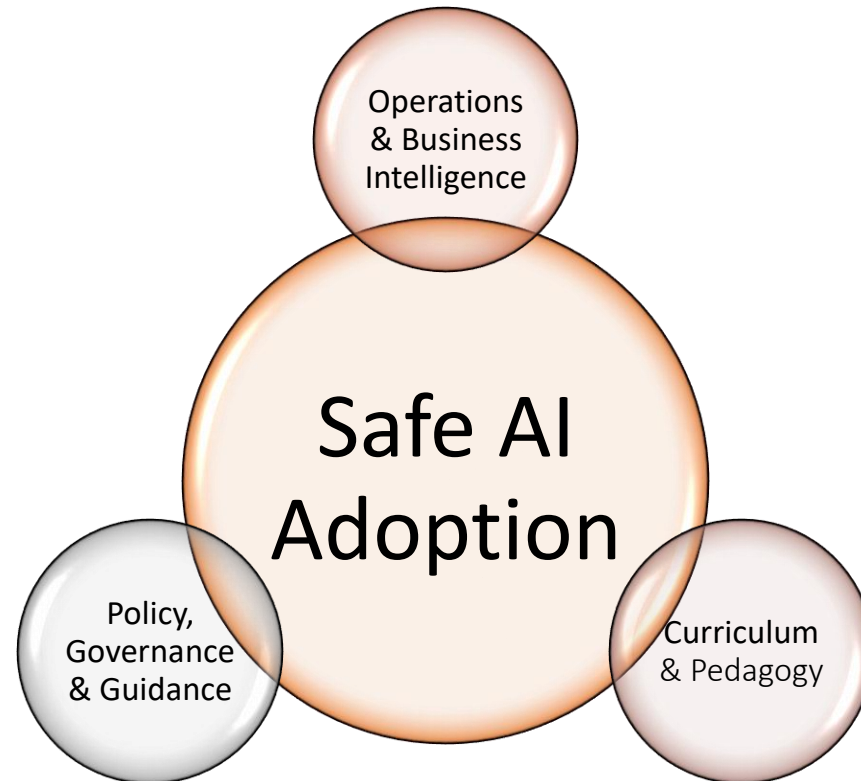
Source: "Student Success with EAB Edify AI Webinar.", October 1, 2025.



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Setting a vision for AI Readiness

Responsible AI Adoption: Domains for Framework





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Setting a vision for AI Readiness

Domain: Operational Efficiency

Vision

How we get there

Combine AI
+ Human
Interaction
to increase
efficiency

Let staff
focus more
on complex
issues

Utilize AI in
Banner
environment
where
available

Train and
adopt Office
365
productivity
tools

Explore AI
agents for
high volume
service areas

Maximize AI
infused
software
usage

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Setting a vision for AI Readiness

Domain: Business Intelligence

Vision

How we get there

Data Democracy

**Unlock Decision
Making Insights**

Train for data and
process literacy

Explore AI Features in
Reporting

Train for AI prompting
and interactions

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Setting a vision for AI Readiness

Domain: Policy, Governance & Guidance

Vision

How we get there

Develop AI
policy
allowing
safe
experiments

Organize
internal
Data,
Process &
Knowledge

Ensure data
monitoring
and loss
prevention

Develop
institution-
wide policy
aligned with
cybersecurity
framework

Develop
compliance
and cyber
safety training

Address
Culture Shift

Adopt Data
Classification,
Retention,
Removal and
Loss
Prevention
tools

Implement
Data Literacy
and Process
Governance

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Setting a vision for AI Readiness

Domain: Pedagogy & Curriculum

Vision

Things we can do
now

Adopt a
framework for
AI integration
in Pedagogy &
Curriculum

Collaborate
with industry
leaders for job
specific
competency
expectations

Explore Skills
Badges and
Stackable
Credentials

Streamline
our curriculum
development
process

Develop
faculty and
student
competencies

Begin
redesigning
assessments

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Curriculum integration

Preparing for industry jobs

- Credit vs. Non-Credit
 - Type of credential
- Wide range of positions, including new fields
- How do we maintain relevant curriculum in rapidly changing industry?

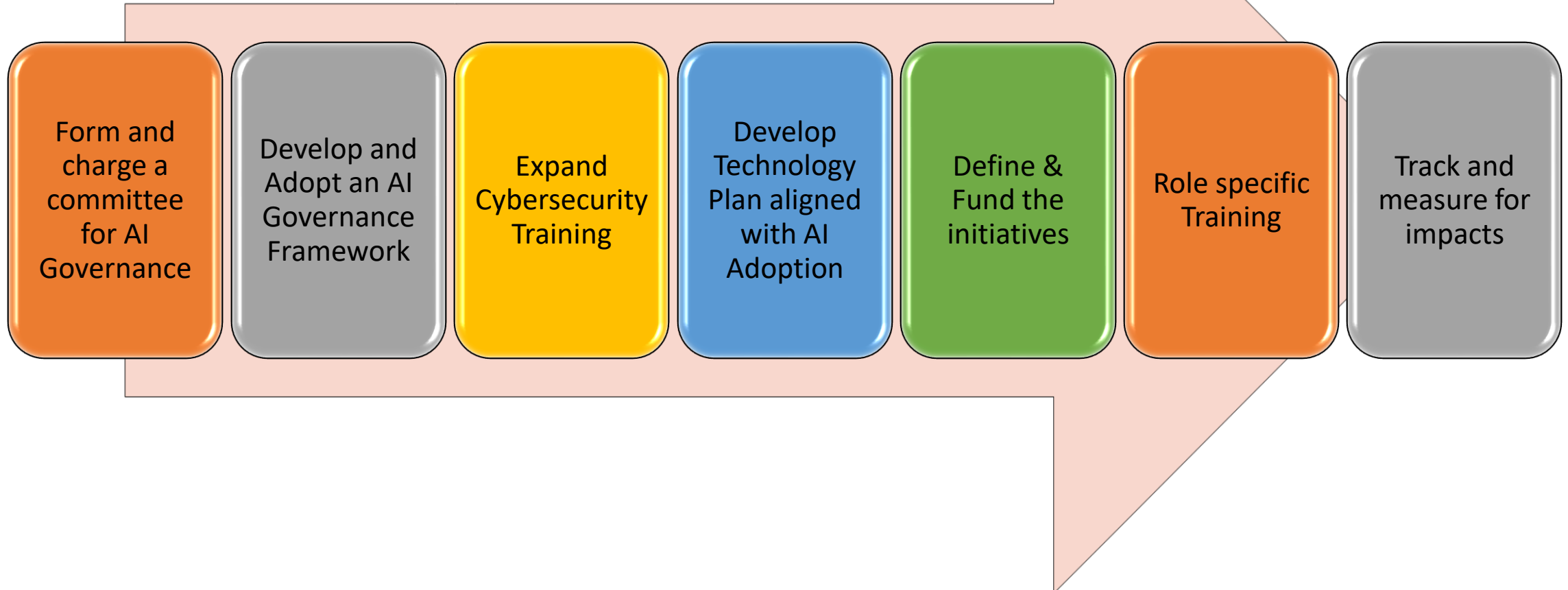
Preparing the general workforce

- Choose delivery method
 - General education
 - At the program/course level
 - FYE courses



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What's Next





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Q&A

Artificial intelligence (AI) is rapidly transforming higher education by enhancing teaching, learning, and administrative efficiency. AI-powered tools can personalize learning experiences, offering adaptive content and real-time feedback tailored to each student's progress and learning style. Instructors can use AI for assessment, content creation, and identifying students who need extra support, while institutions benefit from predictive analytics to improve enrollment, retention, and resource management. Looking ahead, AI has the potential to make education more accessible, data-driven, and student-centered, empowering both educators and learners to focus on creativity, critical thinking, and collaboration.

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