

Community
College
of Philadelphia
The Path to Possibilities™

STUDENT OUTCOMES COMMITTEE OF THE BOARD OF TRUSTEES

Thursday, May 1, 2014
1:30 p.m.
Room M2-34

AGENDA

- (1) 1:30 p.m. Executive Session
- (2) Public Session

- 1:45 p.m. (a) Approval of the Minutes of April 3, 2014 (A)
- 1:50 p.m. (b) 2014-15 Student Activities, Athletics, and Commencement Budget (A)
- 2:30 p.m. (c) Complete With 15 Initiative (I)

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

MINUTES

Thursday, April 3, 2014

1:30 p.m. – M2-34

Presiding: Ms. Stacy Holland

Present: Mr. Mark Edwards, Dr. Judith Gay, Dr. Samuel Hirsch, Ms. Mary Horstmann,
Mr. Chad Lassiter, Dr. Sharon Thompson, Dr. Judith Renyi, Rep. James Roebuck.

Guests: Mr. Daniel Melamed, Mr. John Moore, Mr. Richard Saxton, Dr. Wayne Wormley

(1) Executive Session

The committee discussed candidates for promotion; the Middle States Reaccreditation Team Visit. Dr. Hirsch updated the committee on student tuition payment procedures.

(2) Public Session

(a) Approval of Minutes of February 6, 2014

The minutes were accepted unanimously.

(b) Accounting Program Academic Audit

Mr. Moore presented the Audit. He suggested that the audit raises timely issues since there are a number of emerging issues in the field. Transfer institutions such as Temple and Drexel will no longer accept our upper level accounting courses. In such cases it is better for students to pursue our degree in Business Administration to prepare them for transfer. The degree is an A.A.S. degree but students who want to be accountants must pursue a bachelor's degree and pass a certification examination. Both accounting and bookkeeping are high priority occupations. The strategic question for the program is whether to pursue an A.A.S. in bookkeeping and/or keep a transfer focus. It was pointed out that Peirce College and Strayer University accept our courses. Mr. Saxton expressed concerns on the part of the faculty that eliminating accounting will limit the options for our students and that good advising is necessary. Ms. Holland asked when advising occurred and suggested that this needs to happen sooner so students are making informed choices. Several suggestions were offered for ways the faculty could engage with their students earlier to include open houses, meet and greet, information sheets with curricular pathways. Costs for the program are low. If the program is revised to an A.A. degree, alignment with TAOC would be required. The Committee agreed that this issue needs to be addressed but asked for a shorter time line to reach the decision. Dr. Renyi pointed out that bookkeeping prepares students for excellent job opportunities. It was mentioned that the program recently developed a paraprofessional certificate.

Action: The Student Outcomes Committee recommends that the Board of Trustees accept the Accounting Academic Audit with the following revisions:

- 1. The deadline for decisions about the future of the program will be completed by the end of Fall 2014. Changes will be implemented by Spring 2015.**
- 2. The program must, by Fall 2014, demonstrate that they are communicating to Accounting students upon entry into the College about their options for transfer and workforce entry and advise them about the best programmatic options for them at that time.**

(c) Computer Science 2010-11 Academic Audit Update

The Committee noted that this audit update was due in December 2012 and asked for a reason for the extended delay. Mr. Melamed indicated that the delay was due to faculty sabbaticals, retirements and other issues. The committee asked why this curriculum was still low enrolled. Mr. Melamed responded that it was because of the high level of math required. The potential to work with high school populations was discussed. Ms. Holland suggested high school partnerships that might be fruitful than the one listed in the enrollment planning document provided. It was reinforced that this was a transfer program not intended to lead directly to employment. The committee reiterated that this follow up was long overdue and advised the Dean and department head to meet all future deadlines.

(d) Completion Data to Include Proficiency Certificate Students

Dr. Hirsch explained that proficiency certificates range from 9 to 29 credits. Currently Academic Certificates (30 credits and above) are including in College data, e.g. graduation numbers. We have not included proficiency certificates. It was recommended to the cabinet that beginning this year, we include students who earned the proficiency certificate in our graduation ceremony and in our data. This is common practice in other institutions. Had we included these graduates in our numbers, we would have increased by almost 100. This item is brought to the Committee for informational purposes. The change will be footnoted for informational purposes in our research documents.

The meeting was adjourned at 2:51 p.m.

(3) Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for May 1, 2014 at 1:30 p.m. in conference room M2-34.

Attachments:

Minutes of February 6, 2014
Accounting Program Academic Audit
Computer Science 2010-11 Academic Audit Update



OFFICE OF THE DEAN OF STUDENTS

Budgeting Assumptions and Rationale for the Student Activities, Athletics, and Commencement Budget for the Fiscal Year 2015 Budget

Below are issues and rationales for various budgeting criteria for creating the Student Activities, Athletics, and Commencement Budget for the Fiscal Year 2015 budget.

Revenue

Revenue Sources (FY15 Proposed)

- General College Fee: \$1,537,000
- Revenue from Activities: \$145,000
- Net Profits from Bookstore/Cafeteria: \$640,000
- Commencement Support: \$57,000

(FY14 Approved)

- (6.1% increase over FY14) *
- (0% increase over FY14)
- (6.3% **decrease** over FY14) **
- (0% increase over FY14)

*There is a projected increase of \$47,952 in FY15 in the General College Fee due to an anticipated growth in enrollment.

**The projected decrease in net profits in FY15 from the Bookstore/Cafeteria is due to required capital expenses and equipment repair at both the Main Campus and NWRC cafeterias.

Budget

The budget for Student Activities, Athletics, and Commencement is guided by College Policies and Procedures Memorandum 211 (P&P 211) which outlines the guidelines for the use of the student activities fund.

Staff, First Year Student Success Programming, and Commencement

The budget for staff salaries and benefits, funding of first year student success programming, and commencement expenses is not pre-determined by established guidelines set forth in P&P 211.

Staff Salaries and Benefits (52.8% of funds; up from 52.2% in FY14)

(Increase of \$39,000)

The increase in net overall **staff salaries and fringe benefits** reflects the full-year funding of all current positions in Student Life and Athletics in this budget. This includes both salaries and full cost of all fringe benefits.

First Year Student Success Programming

(Level Funding)

This budget covers expenses related to programmatic efforts in support of entering and first-year students. This includes Student Orientation and Registration (SOaR), New Student Welcomes, Welcome Week, and Student Involvement Days.

Commencement

(Level Funding)

Commencement budget covers most graduation-related expenses and the May ceremony expenses: student cap/gowns, honor cords, printing of programs, hall rental and event production costs. Some expenses paid by other offices are ultimately recorded in this account.

Child Care Support

(Level Funding)

The Child Care budget is needed as a contingency for any charges that might be needed that are not covered by the KLC (third party vendor) contract or are beyond routine institutional costs (housekeeping, maintenance, etc.)

Apportioned Funds

Once staff salaries and benefits, commencement expenses, and funding of first year student success programming have been determined, the remaining funds will be allocated as close as possible in the following manner:

<u>Percentages</u>	<u>Guidelines</u>	<u>FY14</u>	<u>FY15</u>
Student Publications	10%	10.0%	10.4%
Campus Programming	15%	14.3%	14.5%
Performing Arts	5%	3.2%	3.1%
Student Support	15%	17.3%	17.0%
Student Lead./Involv.	15%	15.0%	15.0%
Athletics	35%	35.3%	35.0%
Contingency	<u>5%</u>	<u>5.0%</u>	<u>5.0%</u>
	100%	100.1%	100.0%

Student Publications (Guideline - 10%; Actual – 10.4%)

(Increase of \$4,215; 5.3%)

The minor adjustments will have a minimal impact on current programmatic levels.

Student Vanguard: Increased ad revenue is expected to minimize impact on the Student Vanguard's reduction in allocation. Additionally, the number of printed copies will be reduced and a new platform to increase online visibility will be explored.

CAP Magazine: Careful attention to production costs (e.g., minimize use of color, decrease page count) will mitigate the slight decrease in budget for the CAP Magazine.

Student Handbook: The increase for the College's Student Handbook is due to a new, larger format designed to be more user-friendly.

Campus Programming (Guideline - 15%; Actual – 14.5%)

(Increase of \$2,967; 2.6%)

The increase in Campus Programming moves it closer to the established guideline in comparison to FY14.

Special Theme Programming: Funding for Special Theme Programming (Hispanic Heritage Month, Black History Month, International Festival, Law and Society Week support, etc.) was given a small increase.

Performing Arts (Guideline – 5%; Actual 3.1%)

(Decrease of \$374)

Spoken Word – Student Performances: There was a reduction in costs this year for Spoken Word – Student Performances. Students primarily now meet on Saturdays at NWRC and will be encouraged to create a formalized student club allowing them to apply for funding through SGA.

Musical Events Licensing: The Musical Events Licensing line is used to pay for BMI/SESAC/ASCAP (performing rights organizations) royalties and is a fixed cost. These licenses allow the College to use and perform copyrighted music publicly.

Student Support (Guideline – 15%; Actual 17%)

(Decrease of \$997; 0.7%)

Student Ambassadors: The number of Student Ambassadors will continue at 20 students.

Health & Wellness Programs: This line covers student medical costs associated with P&P 308 (Infectious Agent and Blood borne Pathogen Exposure Policy).

Student Leadership and Involvement (Guideline – 15%; Actual 15%)

(Increase of \$1,343; 1.1%)

This section funds Student Government Association, Phi Theta Kappa, and all clubs and organizations.

Athletics (Guideline 35%; Actual 35%)

(Increase of \$1,100; 0.4%)

Most of the individual line item changes in the intercollegiate athletic lines are attributed to the establishment of standard formulas for coach and assistant coach salaries across teams – for both men's and women's teams. This is in response to joining the National Junior College Athletic Association (NJCAA) and in response to our overall review of the College's Title IX compliance efforts.

Tennis: The large increase in Tennis is a result of joining the NJCAA. Now, Men's Tennis competes in the Spring while Women's Tennis competes in the Fall necessitating two full-season coaching salaries. Prior to joining the NJCAA, Men's and Women's Tennis competed together in a single season.

Insurance and Medical Services: The decreases in both Insurance and Medical Services are anticipated due to reduced insurance premiums. Due to the Affordable Care Act, we are assuming that all student athletes will have personal health insurance and thus will be their primary insurance carrier. We anticipate that the College may now be the secondary insurer. Insurance policies are carried for both intercollegiate and intramural programs.

Contingency (Guideline - 5%; Actual – 5%)

(Increase of \$698; 1.8%)

The contingency line is split between Athletics (35%) and Student Life (65%). An increase is needed to maintain the overall 5% guideline as articulated in P&P 211.

TABLE VII-A

STUDENT ACTIVITIES, ATHLETICS & COMMENCEMENT BUDGET FOR THE FISCAL YEAR 2014-2015 (WITH COMPARISON TO FISCAL YEARS 2012-13 AND 2013-14)

	2012-13 <u>Actual</u>	Approved 2013-14 <u>Budget</u>	Revised 2013-14 <u>Budget</u>	Proposed 2014-15 <u>Budget</u>	Variance From 2013-14 Revised <u>Budget</u>	% Change From 2013-14 <u>Revised</u>
REVENUES						
General College Fee	\$1,459,960	\$1,445,495	1,530,448	\$1,537,000	\$6,552	0.4
Commencement Support	\$57,000	\$57,000	57,000	57,000	0	0.0
Auxiliary Profits	\$786,949	\$683,553	661,115	640,000	(21,115)	(3.2)
Revenues from Activities	\$158,047	\$145,000	<u>145,000</u>	<u>145,000</u>	<u>0</u>	<u>0.0</u>
TOTAL REVENUES	<u>\$2,461,956</u>	<u>\$2,331,048</u>	<u>\$2,393,563</u>	<u>\$2,379,000</u>	<u>(\$14,563)</u>	<u>(0.6)</u>
EXPENDITURES						
Student Publications	\$79,894	\$78,905	\$78,905	\$83,120	\$4,215	5.3
Campus Programming	\$213,339	\$112,733	\$112,733	115,700	2,967	2.6
Performing Arts	\$26,861	\$24,874	\$24,874	24,500	(374)	(1.5)
Student Support	\$188,972	\$136,777	\$136,777	135,780	(997)	(0.7)
Student Leadership & Involvement	\$142,272	\$118,357	\$118,357	119,700	1,343	1.1
Athletics	\$308,140	\$278,200	\$278,200	279,300	1,100	0.4
Contingency		\$39,202	\$39,202	39,900	698	1.8
First Year Student Success	\$137,943	\$178,000	\$178,000	178,000	0	0.0
Childcare Support	\$0	\$5,000	\$5,000	5,000	0	0.0
Commencement	\$157,054	\$143,000	\$143,000	143,000	0	0.0
Staff	\$1,190,446	\$1,216,000	\$1,216,000	1,255,000	39,000	3.2
<i>Student Act - Renovations</i>			\$136,947			
TOTAL EXPENDITURES	<u>\$2,444,920</u>	<u>\$2,331,048</u>	<u>\$2,467,995</u>	<u>\$2,379,000</u>	<u>\$47,952</u>	<u>1.9</u>

Renovations (Org 32598) to: Winnet (S1-03; S2-08; S3-09; -----)

TABLE VII-B

STUDENT ACTIVITIES, ATHLETICS & COMMENCEMENT BUDGET FOR THE FISCAL YEAR 2014-15
(WITH COMPARISON TO FISCAL YEARS 2012-13 AND 2013-14)

	Final 2012-2013 <u>Expenses</u>	Approved 2013-2014 <u>Budget</u>	Revised 2013-2014 <u>Budget</u>	Proposed 2014-2015 <u>Budget</u>	Variance from 2013-14 Approved <u>Budget</u>	% Change from 2013-14 <u>Approved</u>	Variance from 2013-14 Revised <u>Budget</u>	% Change from 2013-14 <u>Revised</u>
<u>STUDENT PUBLICATIONS</u>								
Student Vanguard	\$38,986	\$34,905	\$34,905	\$33,000	(\$1,905)	(5.5)	(\$1,905)	(5.5)
Limited Editions	5,623	6,000	6,000	6,000	0	0.0	0	0.0
CAP Magazine	4,778	6,000	6,000	5,500	(500)	(8.3)	(500)	(8.3)
ESL Magazine	6,276	5,500	5,500	5,500	0	0.0	0	0.0
Student Handbook	24,232	26,500	26,500	33,120	6,620	25.0	6,620	25.0
<i>Guideline - 10%</i>								
<i>Actual - 10.4%</i>	<u>79,894</u>	<u>78,905</u>	<u>78,905</u>	<u>83,120</u>	<u>4,215</u>	<u>5.3</u>	<u>4,215</u>	<u>5.3</u>
<u>CAMPUS PROGRAMMING</u>								
Concert and Museum Tickets	108,076	19,250	19,250	20,000	750	3.9	750	3.9
Films	728	500	500	500	0	0.0	0	0.0
Lectures	6,933	5,000	5,000	6,000	1,000	20.0	1,000	20.0
Concerts	6,280	5,000	5,000	5,200	200	4.0	200	4.0
Theatre Tickets	19,899	16,483	16,483	17,000	517	3.1	517	3.1
Art Exhibits	5,252	5,000	5,000	4,000	(1,000)	(20.0)	(1,000)	(20.0)
Special Theme Programs	34,491	28,500	28,500	30,000	1,500	5.3	1,500	5.3
Regional Centers	31,681	33,000	33,000	33,000	0	0.0	0	0.0
<i>Guideline - 15%</i>								
<i>Actual - 14.5%</i>	<u>213,339</u>	<u>112,733</u>	<u>112,733</u>	<u>115,700</u>	<u>2,967</u>	<u>2.6</u>	<u>2,967</u>	<u>2.6</u>
<u>PERFORMING ARTS</u>								
Spirit / Pep Band	641	1,500	1,500	1,500	0	0.0	0	0.0
Theatrical Productions	11,180	12,000	12,000	13,000	1,000	8.3	1,000	8.3
Spoken Word - Student Performances	9,324	4,374	4,374	3,000	(1,374)	(31.4)	(1,374)	(31.4)
Musical Events Licensing	5,716	7,000	7,000	7,000	0	0.0	0	0.0
<i>Guideline - 5%</i>								
<i>Actual - 3.1%</i>	<u>26,861</u>	<u>24,874</u>	<u>24,874</u>	<u>24,500</u>	<u>(374)</u>	<u>(1.5)</u>	<u>(374)</u>	<u>(1.5)</u>

TABLE VII-B

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(WITH COMPARISON TO FISCAL YEARS 2012-13 AND 2013-14)

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<u>STUDENT SUPPORT</u>								
Awards and Certificates	125	700	700	700	0	0.0	0	0.0
Hospitality	0	0	0	0	0	0.0	0	0.0
Advertising and Marketing	10,644	5,000	5,000	5,000	0	0.0	0	0.0
Co-Curricular Cultural & Educational Trips	50,094	28,000	28,000	28,000	0	0.0	0	0.0
Student Involvement	35,721	24,000	24,000	24,400	400	1.7	400	1.7
Leadership Training	40,452	30,177	30,177	30,680	503	1.7	503	1.7
Student Ambassador	51,936	48,000	48,000	46,000	(2,000)	(4.2)	(2,000)	(4.2)
Health & Wellness Programs	0	900	900	1,000	100	11.1	100	11.1
<i>Guideline - 15%</i>								
<i>Actual - 17%</i>	<u>188,972</u>	<u>136,777</u>	<u>136,777</u>	<u>135,780</u>	<u>(997)</u>	<u>(0.7)</u>	<u>(997)</u>	<u>(0.7)</u>
<u>STUDENT LEADERSHIP & INVOLVEMENT</u>	<u>118,272</u>	<u>7</u>	<u>118,357</u>	<u>119,700</u>	<u>1,343</u>	<u>1.1</u>	<u>1,343</u>	<u>1.1</u>
<i>Guideline - 15%</i>								
<i>Actual - 15%</i>								
<u>STAFF</u>								
Student Activities	775,601	774,000	774,000	802,600	28,600	3.7	28,600	3.7
Faculty Advisors	55,362	70,000	70,000	72,000	2,000	2.9	2,000	2.9
Athletics	359,483	372,000	372,000	380,400	8,400	2.3	8,400	2.3
<i>(52.8% of total funds)</i>	<u>1,190,446</u>	<u>1,216,000</u>	<u>1,216,000</u>	<u>1,255,000</u>	<u>39,000</u>	<u>3.2</u>	<u>39,000</u>	<u>10.5</u>
<u>CONTINGENCY (OSA)</u>	<u>0</u>	<u>25,481</u>	<u>25,481</u>	<u>25,935</u>	<u>454</u>	<u>1.8</u>	<u>454</u>	<u>1.8</u>

TABLE VII-B

STUDENT ACTIVITIES, ATHLETICS & COMMENCEMENT BUDGET FOR THE FISCAL YEAR 2014-15
(WITH COMPARISON TO FISCAL YEARS 2012-13 AND 2013-14)

	Final 2012-2013 <u>Expenses</u>	Approved 2013-2014 <u>Budget</u>	Revised 2013-2014 <u>Budget</u>	Proposed 2014-2015 <u>Budget</u>	Variance from 2013-14 Approved <u>Budget</u>	% Change from 2013-14 <u>Approved</u>	Variance from 2013-14 Revised <u>Budget</u>	% Change from 2013-14 <u>Revised</u>
<u>ATHLETICS</u>								
General Athletic Support	28,014	7,500	7,500	7,500	0	0.0	0	0.0
Men's Varsity Basketball	36,308	42,000	42,000	40,800	(1,200)	(2.9)	(1,200)	(2.9)
Men's Baseball	21,295	0	0	0	0	0.0	0	0.0
Men's Soccer	13,465	28,000	28,000	25,000	(3,000)	(10.7)	(3,000)	(10.7)
Women's Soccer	0	0	0	0	0	0.0	0	0.0
Co-Ed Cross Country/Track&Field	47,993	55,000	55,000	59,970	4,970	9.0	4,970	9.0
Women's Basketball	33,647	38,000	38,000	40,800	2,800	7.4	2,800	7.4
Women's Volleyball	10,538	18,500	18,500	21,500	3,000	16.2	3,000	16.2
Women's Softball	0	0	0	0	0	0.0	0	0.0
Cheerleading	8,545	0	0	0	0	0.0	0	0.0
Co-Ed Tennis	6,729	10,000	10,000	19,220	9,220	92.2	9,220	92.2
Co-Ed Intramurals	21,333	10,000	10,000	8,110	(1,890)	(18.9)	(1,890)	(18.9)
Co-Ed Aerobics	20,385	15,000	15,000	20,400	5,400	36.0	5,400	36.0
Co-Ed Martial Arts	0	0	0	0	0	0.0	0	0.0
Insurance	44,078	44,200	44,200	30,000	(14,200)	(32.1)	(14,200)	(32.1)
Medical Services	3,330	5,000	5,000	1,000	(4,000)	(80.0)	(4,000)	(80.0)
Advertising and Marketing	942	1,000	1,000	1,000	0	0.0	0	0.0
Athletic Equipment	11,538	4,000	4,000	4,000	0	0.0	0	0.0
<i>Guideline - 35%</i>								
<i>Actual - 35%</i>	<u>308,140</u>	<u>278,200</u>	<u>278,200</u>	<u>279,300</u>	<u>1,100</u>	<u>0.4</u>	<u>1,100</u>	<u>0.4</u>
<u>CONTINGENCY</u> (<i>Guideline-5% ; Actual-5%</i>)	0	<u>13,721</u>	<u>13,721</u>	<u>13,965</u>	<u>244</u>	<u>1.8</u>	<u>244</u>	<u>1.8</u>
SUBTOTAL	<u>2,149,923</u>	<u>2,005,048</u>	<u>2,005,048</u>	<u>2,053,000</u>	<u>47,952</u>	<u>2.4</u>	<u>47,952.0</u>	<u>2.4</u>
First Year Student Success	137,943	178,000	178,000	178,000	0	0.0	0	0.0
Childcare Support	0	5,000	5,000	5,000	0	0.0	0	0.0
Commencement	<u>157,054</u>	<u>143,000</u>	<u>143,000</u>	<u>143,000</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
TOTAL EXPENDITURES	<u>\$2,444,920</u>	<u>\$2,331,048</u>	<u>\$2,331,048</u>	<u>\$2,379,000</u>	<u>\$47,952</u>	<u>2.1</u>	<u>\$47,952</u>	<u>2.1</u>

Complete With 15

New Scholarship Initiative

Complete With 15 will provide eligible students, who enroll in four courses (minimum 12 credits) each semester, with a scholarship that will fund an additional 3-credit course. By enrolling in five courses per semester with a minimum of 15 credits, students will accelerate their time to complete an associate's degree thus saving time and reducing debt.

Each semester, beginning fall 2014, up to 100 students will be chosen to participate. Students will be provided with the support needed in order to be successful and must fulfill all responsibilities.

Eligibility to Participate in Complete With 15

- Must complete the Complete With 15 Scholarship Application
- Must be an enrolled Community College of Philadelphia student in good academic standing with a minimum cumulative GPA of 2.5
- Must have no holds or outstanding financial obligations
- Must have successfully completed a minimum of 24 earned credits which can include transfer credits, credit by exam and credit for life experience
- Any developmental courses must have been completed with a passing grade on the first attempt and prior to participation in Complete With 15
- All remaining courses required for the associate's degree must be able to be completed within three semesters (assuming enrollment in a minimum of five courses per semester)
- Must not have been enrolled for 15 or more credits five courses in the previous semester
- Must be a Philadelphia County resident

Student Responsibilities

- Sign and submit scholarship agreement
- Complete a graduation review to certify eligibility to graduate within three semesters in an associate's degree program of study
- Advance in prescribed course requirements within an outlined sequence
- Meet with an academic advisor at least once a semester
- Register for upcoming semester during first week of web registration
- Fulfill all responsibilities outlined in scholarship agreement including:
 - Maintain good academic standing
 - No withdrawals or course failures
 - Seek support if needed or as directed
 - No changes to agreed upon course sequence, major or degree
 - Meet all financial obligations
 - Demonstrate continued commitment to Complete With 15 scholarship goals
- Failure to meet stated responsibilities will result in termination of future eligibility