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May 2, 2014

The Honorable Darrell Clarke

City Council President

City Hall, Room 490

Philadelphia, PA 19107

Dear Council President Clarke:

This letter is in response to questions raised at the April 7<sup>th</sup>, 2014 hearing before the Committee of the Whole on the Fiscal Year 2015 budget for the Community College of Philadelphia. The questions were recorded as follows:

**From Council President Clarke:**

1. Can you provide to the Chair a list of departments you work with and the types of programs you offer?

**We have assembled a list of City departments the College either assists or has assisted along with a list of customized Workforce Development training programs:**

**Philadelphia Water Department**

Corporate Solutions has offered a 30-hour business writing workshop to participants selected by the Water Department as well as a 36-hour Supervisory Training program comprised of the following topic areas: The Legal Side of Supervision; Performance Management; Managing the Transition to Supervisor or Manager; Managing Your Time and Work; Communication Skills; Coaching Skills; Effective Team Building; and Finding and Keeping the Best People. In addition, the Dean and Executive Director, Dr. Wayne Wormley and Waverly Coleman, recently met with Chevelle Harrison and Gerald Leatherman of Philadelphia Water Department Executive and Administrative Unit to discuss future training needs. A follow-up meeting is scheduled for early May 2014.

**City of Philadelphia: Office of Fleet Management**

Emissions Inspector Re-Certification

This re-certification workshop, required biannually by the Commonwealth of Pennsylvania, qualifies technicians to inspect and pass/fail a vehicle for emissions certification.

**City of Philadelphia: Mayor's Commission on Aging**

Critical Elements of Customer Service

This training program emphasizes customer service skills that are essential for meeting the daily challenges of working in a customer service environment. It is designed to increase the participant's ability to manage performance expectations, contribute to organizational effectiveness, create a customer-focused workplace, and develop service skills that support high levels of performance and professional work environments.

**Emissions Inspector Re-Certification**

This re-certification workshop, required biannually by the Commonwealth of Pennsylvania, qualifies technicians to inspect and pass/fail a vehicle for emissions certification.

**Philadelphia Gas Works-Business Writing and Communication**

This 24-hour workshop provides participants with an understanding of business communications, emphasizing both verbal and non-verbal communications, as well as producing effective business documents.

**Corporate Solutions also has provided the following credit courses to PGW workers:**

Spring 2013 courses: ACCT 102 and English 102

Summer 2013 courses: HIST 103 and MNGT 121

Fall 2013: ECON 112 and Fin 190

Spring 2014: MKTG 131 and MNGT 111

ACCT 102 = Managerial Accounting

ENG 102 = The Research Paper

HIST 103 = U.S. History: The 20th Century

MANG 121 = Intro to Business

ECON 112 = Statistics

FIN 190 = Personal and Consumer Finance

MKTG 131 = Principals of Marketing

MNGT 111 = Business Mathematics

**We have assembled a list of services and credit courses available to members of the Philadelphia Police and Fire Departments:****Fire Science:**

The College has several high-ranking members of the Fire Department on its Program Advisory Committee. Fire Department personnel have taken advantage of our offer of free meeting space at the Northeast Regional Center. A seminar for Fire Department management personnel is in the final planning stages and will be held in the near future.

- Philadelphia firefighters who earn the A.A.S. Degree in Fire Science receive an additional half point on all Philadelphia Fire Department promotional examinations. Our Dual Admissions Agreement with Holy Family University provides our graduates with the opportunity to transfer up to 75 credits towards a bachelor's degree in Fire Science and Public Safety Administration. This undergraduate degree earns a member of the Philadelphia Fire Department a full point on all promotional examinations.
- FSCI 271 - Hazardous Materials. Completion of this course prepares students to sit for the Pennsylvania Voluntary Fire Service Hazardous Material Awareness (NFPA #472 Standard) Certification Exam, that is proctored at the Philadelphia Fire Training Academy.
- In coordination with the Philadelphia Fire Department and local state representatives, we are working towards an additional National Certification for Fire Inspector. Upon completion of FSCI-104, Fire Prevention and Building Codes; FSCI-172, Fire Suppression and Detection Systems; and FSCI-271, Hazardous Materials; students can sit for the Pennsylvania Voluntary Certification Examination, National Fire Protection Association Standard 1031, Fire Inspector Level 1 (NFPA

1031 Fire Inspector level 1). This examination will be proctored by the Philadelphia Fire Academy and the Director of the Fire Science Program at the College.

### **Criminal Justice (Philadelphia Police Department):**

Members of the Philadelphia Police Department sit on our Police Program Advisory Committee. Some of them actually are program graduates. The College provides meeting space to the Police Department free of charge and police officials have held training sessions at the Northeast Regional Center. Courses are offered at the Police Academy and online. Police officers with our degree receive a half point on promotional exams.

- Persons who have graduated from the Philadelphia Police Academy may be eligible to receive up to 15 credits for prior learning for Justice 101 (intro), Justice 151 (Police Operations), Justice 221 (Criminal Investigation), Justice 241 (Criminal Law) and Justice 261 (Criminal Evidence and Procedure).

### **For both police and fire personnel:**

- For the past 4 years, the Fox Rothschild Center for Law and Society has offered Wills for Heroes - provision of wills and basic estate documents - free of charge to first responders. Approximately 200 individuals have received these services.

In addition, during Law and Society Week, free training in computer forensics has been offered - as a standalone activity. This training addressed cell phone seizure and prepared individuals for certification.

### **Corporate Solutions**

The College can offer additional courses and training to City departments as well. The Contract Training and Workforce Development unit has provided customized training programs to Philadelphia employers, agencies and nonprofits for more than 30 years. Classes are available on-site or on our campus.

### **List of Classes Corporate Solutions Can Offer to City Departments:**

- Advanced Writing Skills
- Building Your Self Esteem and Assertiveness Skills
- Business Etiquette - Gaining That Extra Edge
- Business Writing That Works
- Communication Strategies
- Conflict Resolution - Dealing With Difficult People
- Conquering Your Fear of Speaking in Public
- Creating a Dynamite Job Portfolio
- Creative Thinking and Innovation
- Critical Thinking
- Customer Service Training - Critical Elements of Customer Service
- Emotional Intelligence
- Getting Stuff Done - Personal Development Boot Camp
- Getting Your Job Search Started
- Goal Setting
- Influence and Persuasion
- Introduction to Neuro Linguistic Programming (NLP)

- Mastering the Interview
- NLP Tools for Real Life
- Personal Brand: Maximizing Personal Impact
- Public Speaking - Presentation Survival School
- Public Speaking - Speaking Under Pressure
- Research Skills
- Self-Leadership
- Skills for the Administrative Assistant
- The Minute Taker's Workshop
- Time Management - Get Organized for Peak Performance
- Working Smarter - Using Technology to your Advantage
- Writing Reports and Proposals

**From Councilman Jones:**

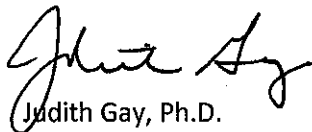
**2. Can you provide information on the population of students needing childcare at the College?**

While we don't collect data on students who need childcare, the College does have a Child Development Center on Main Campus that serves children of students, staff and area residents. Philadelphians may enroll their children, ages six weeks to five years, in the Center, managed by Knowledge Universe, Inc. This Center fully adheres to all state requirements and currently enjoys accreditation by both the National Association for the Education of Young Children (NAEYC) and Keystone Stars (Star 3). Currently, the Center has seven children on the wait list.

- Total number of children enrolled: 99
- Number of children of students enrolled: 24
- Number of children of faculty/staff enrolled: 8

Please feel free to contact me with any questions you may have about the information provided in this response.

Sincerely,



Judith Gay, Ph.D.  
Interim President

cc: Everett Gillison, Chief of Staff  
Rob Dubow, Director of Finance  
Rebecca Rhynhart, Budget Director  
Fiona Greig, Deputy Budget Director  
Lynette M. Brown-Sow, Vice President of Marketing and Government Relations