



MEETING OF THE BOARD OF TRUSTEES
Thursday, September 1, 2016 – 3:00 p.m.
Isadore A. Shrager Boardroom – M2-01

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Community College of Philadelphia

The Path to Possibilities™

MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday, September 1, 2016 – 3:00 p.m.

Isadore A. Shrager Boardroom, M2-1

- (1) Meeting Called to Order
- (2) Presentation by Dr. William Hite, Superintendent
School District of Philadelphia
- (3) Consent Agenda
 - (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 30, 2016
 - (b) Gifts and Grants
 - (c) Change Orders for Quinn Construction, Inc.
 - (d) Award Abatement Contract
- (4) Report of the Nominating Committee for Board Officers (A)
- (5) Public Comment
- (6) Report of the Chair
- (7) Foundation Report
- (8) Report of the President
- (9) New Business
- (10) Next Meeting: Thursday, October 13, 2016 – 3:00 p.m.
Isadore A. Shrager Boardroom, M2-1
- (11) Executive Session

Future Committee Meetings:

Student Outcomes:

Thursday, September 1, 2016
1:30 p.m. – M2-34

Business Affairs:

Wednesday, September 21, 2016

Audit Committee:

10:00 a.m. – Isadore A. Shrager Boardroom, M2-1
Thursday, September 29, 2016
12:00 noon – Isadore A. Shrager Boardroom, M2-1

Upcoming Events

Association of Community College Trustees
Annual Congress

October 5-8, 2016
New Orleans, LA

Pennsylvania Commission for Community Colleges
Southeast Regional Trustees Meeting

Tuesday, November 15, 2016
5:30 p.m. – 8:30 p.m.
Delaware County Community College
901 South Media Line Road
Media, PA

Board of Trustees Retreat

Friday, November 18, 2016
8:30 a.m. – 3:00 p.m. – Room C2-5
Center for Business and Industry Building
18th and Callowhill Streets

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COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, June 30, 2016 – 3:00 p.m.

Present: Mr. White, presiding; Mr. Armbrister, Ms. Biemiller, Mr. Edwards, Ms. Hernández Vélez, Mr. Herzog, Mr. Johnson, Mr. Lassiter, Dr. Rényi, Ms. Tsai, Dr. General, Ms. DiGregorio, Mr. Coleman, Mr. Eapen, Dr. Gay, Mr. Murphy, Mr. Spiewak, and Ms. Zellers (by telephone)

(1) Executive Session

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

(2) Meeting Called to Order

Mr. White called the meeting to order.

(3) Consent Agenda

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

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 2, 2016
- (b) Gifts and Grants
- (c) Fixed Stair Replacement in West Building
- (d) Solar Panel Project
- (e) 2016-17 Property and Casualty Insurance Renewal Program
- (f) Consultant for CCTV System for College Security

Ms. Hernández Vélez moved, with Mr. Edwards seconding, that the Board approve the Consent Agenda. The motion carried unanimously.

(4) Report of the Business Affairs Committee

Mr. White reported that staff had recommended Torrado Construction as the contractor for the replacement of the escalator in the West Building. The contractor could not get a performance bond which is required by State law. Mr. White stated that the College put contractor in touch with various individuals to help contractor get a performance bond. Unfortunately, the company has been unable to get a performance bond or the equivalent in time to handle the project. For this reason, staff recommended that the Board award the bid to the second lowest bidder, A.P. Construction, as stated in the Consent Agenda.

Ms. Tsai proposed the formation of an ad hoc committee to address long-standing challenges posed to emerging businesses by statutory requirements for performance bond and other issues. Mr. Johnson, Mr. Eapen, and Ms. Zellers will also serve on the ad hoc committee.

(4a) Approval of the 2016-17 College Budget

At the request of Mr. White, Dr. Generals gave an overview of the proposed fiscal year 2016-17 Budget. He stated that the budget aligns with the Strategic Plan initiatives. Dr. Generals stated that the budget contains no increase in tuition. There is an increase in the technology and course fees which have not been increased in a number of years.

Dr. Generals reviewed the big spending items in the budget including seven faculty advisors that were added to improve retention and graduation rates and are aligned with the Guided Pathways work, and the technology to support those initiatives.

Dr. Generals reported that in his efforts to improve workforce development, he hired a Vice President for Workforce and Economic Innovation. He stated that a Placement Director has been hired, and in the coming months, an Assistant Dean for Technical Education, may be hired.

Regarding City and State funding, Dr. Generals stated that the City has placed an additional \$1 million in the budget for the College. He stated that the College had not received formal notification as of yet from the City. Dr. Generals stated that the \$1 million will be dedicated to small business development in the community.

Regarding State funding, Dr. Generals stated that community colleges may receive a two and half percent increase from the State. CCP's share would total approximately \$750,000. Dr. Generals stated that based on the City and State funding scenarios, staff may have to come back to the Business Affairs Committee in August to make some budget adjustments.

On behalf of the Board, Mr. White congratulated staff on the excellent work that had been done on the 2016-17 Budget noting that the budget was aligned with Dr. Generals and the Board's priorities.

After discussion, Mr. Lassiter moved, with Mr. Herzog seconding, that the Board approve the College's 2016-17 Budget. The motion carried unanimously.

(5) Report of the Audit Committee

Mr. White reported that the Audit Committee met on June 6, 2016. He stated that the Committee reports directly to the Board. Mr. White stated that Mr. Tony Simonetta, senior vice president of Philadelphia Industrial Development Corporation, chairs the Committee.

Mr. White reported that representatives from Grant Thornton, the College's external auditor, presented an overview regarding the areas of focus, audit approach and new accounting pronouncements that will affect this year's 2015-16 audit and future fiscal years.

Mr. White stated that the Committee also discussed industry updates regarding the challenges that colleges and universities are facing, such as enrollment, retention and demographic changes. He stated that as part of the audit, Grant Thornton will sit down with staff

to see if there are any industry topics that the College would like discussed at the next Audit Committee meeting.

After discussion, Ms. Tsai moved, with Dr. Rényi seconding, that the Board accept the report of the Audit Committee. The motion carried unanimously.

(6) Public Comment

There were no requests for Public Comment.

(7) Report of the President

Dr. General called attention to his memorandum in the Board folder which outlined the list of his activities during the month of June, and summarized the highlights.

(7a) Board of Trustees Retreat

Dr. General reported that proposed dates for the Board of Trustees Retreat in November 2016 have been emailed to members of the Board. The date for the Retreat will be confirmed once responses are received from Board members. Dr. General stated that a draft of the Strategic Plan will be available for review at the Retreat.

(7b) September 1, 2016 Board Meeting

Dr. General reported that as discussed at the January 2016 Board of Trustees Retreat, Dr. William Hite, Superintendent, School District of Philadelphia, has agreed to address the Board at the September 1, 2016 Board meeting. Dr. General stated that Dr. Hite is scheduled to provide a 20 to 30 minute presentation of the District and any plans that deem relevant to the College's mission and goals, followed by a question and answer period.

(8) New Business

Mr. Murphy reported that the Foundation Golf outing is scheduled for July 25, 2016 at Manufacturer's Golf and Country Club. He stated that this year is the first time that the golf outing will gross over \$100,000. Mr. Murphy stated that Mr. Rob Wonderling, president and chief executive officer of the Greater Philadelphia Chamber of Commerce is chairing the golf outing and has done an outstanding job in getting sponsors for the event.

Mr. White reported that the Association of Community of Community College Trustees Annual Congress is scheduled on October 5-8, 2016 in New Orleans. He encouraged members of the Board to attend the meeting.

Mr. Lassiter, chair of the Nominating Committee for Board Officers, reported that a number of Board members had submitted nominations for Board officers. He stated that he will make a report at the September 1, 2016 Board meeting.

Regarding Board of Trustees nominations, Ms. Brown-Sow reported that Mr. Pat Eiding, President of the Philadelphia AFL-CIO, has been appointed chair of the Nominating Panel for Board Membership. She asked Board members to submit names to her of any individuals who may be interested in applying for membership on CCP's Board of Trustees.

(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 1, 2016 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 3:55 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, June 30, 2016 – 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. White, presiding; Mr. Armbrister, Ms. Biemiller, Mr. Edwards, Ms. Hernández Vélez, Mr. Herzog, Mr. Johnson, Mr. Lassiter, Dr. Rényi, Ms. Tsai, Dr. Generals, Ms. DiGregorio, Mr. Coleman, Mr. Eapen, Dr. Gay, Mr. Murphy, Mr. Spiewak, and Ms. Zellers (by telephone)

(1) Executive Session

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

(2) Meeting Called to Order

Mr. White called the meeting to order.

(3) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 2, 2016
- (b) Gifts and Grants
- (c) Fixed Stair Replacement in West Building
- (d) Solar Panel Project
- (e) 2016-17 Property and Casualty Insurance Renewal Program
- (f) Consultant for CCTV System for College Security

(4) Report of the Business Affairs Committee

Staff recommended Torrado Construction as the contractor for the replacement of the escalator in the West Building. The company has been unable to get a performance bond (which is required by State law) or the equivalent in time to handle this project. For this reason, staff recommended that the Board award the bid to the second lowest bidder, A.P. Construction, as stated in the Consent Agenda.

Ms. Tsai proposed the formation of an ad hoc committee to address the long-standing challenges posed to emerging businesses by statutory requirements for performance bond and other issues. Mr. Johnson, Mr. Eapen, and Ms. Zellers will serve on the ad hoc committee.

(4a) Approval of the 2016-17 College Budget

The Board approved the College's 2016-17 Budget.

(5) Report of the Audit Committee

The Board accepted the report of the Audit Committee.

(6) Public Comment

There were no requests for Public Comment.

(7) Report of the President

Dr. Generals called attention to his memorandum in the Board folder which outlined the list of his activities during the month of June, and summarized the highlights.

(7a) Board of Trustees Retreat

Proposed dates for the Board of Trustees Retreat in November 2016 have been emailed to members of the Board. The date for the Retreat will be confirmed once responses are received from Board members.

(7b) September 1, 2016 Board Meeting

Dr. William Hite, Superintendent, School District of Philadelphia, will address the Board at the September 1, 2016 Board meeting.

(8) New Business

The Foundation Golf outing is scheduled for July 25, 2016 at Manufacturer's Golf and Country Club.

The Association of Community of Community College Trustees Annual Congress is scheduled on October 5-8, 2016 in New Orleans.

The Nominating Committee for Board Officers will make a report at the September 1, 2016 Board meeting.

Mr. Pat Eiding, President of the Philadelphia AFL-CIO, has been appointed chair of the Nominating Panel for Board Membership. Members of the Board were encouraged to submit names to Ms. Brown-sow of individuals who may be interested in applying for membership on CCP's Board of Trustees.

(9) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 1, 2016 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 3:55 p.m.

Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts
for the September 2016 Meeting of the Board of Trustees

Summary by Grant Type:

	6/21/16-6/30/16	2016 FY	7/1/16-8/24/16	2017 FY
		Total		Year-to-Date
Government/Public Grants				
Federal	\$500,000	\$2,658,950	\$1,290,652	\$1,290,652
State		\$1,907,206	\$2,126,079	\$2,126,079
Local				
Private Grants				
Corporation		\$6,000		
Foundation		\$90,980	\$83,049	\$83,049
Organization		\$245,000	\$1,500	\$1,500
Other Grants				
Grant Total	\$500,000	\$4,908,136	\$3,501,280	\$3,501,280

GIFTS

Summary by Gift Type:

Gifts to the Foundation (\$5,000+)

	Amount	Purpose
Caroline J. Sanders Trust	\$5,000	Scholarship
Independence Blue Cross	\$10,000	Golf Tournament Sponsorship
Laborers' District Council of Philadelphia & Vicinity	\$5,000	Golf Tournament Sponsorship
Philadelphia Energy Solutions	\$5,000	Golf Tournament Sponsorship
Private Donor	\$5,000	Scholarship
Private Donor	\$5,000	Scholarship
Staples	\$14,000	Scholarship
Stradley Ronon Stevens & Young	\$5,000	Golf Tournament Sponsorship
The Charitas Foundation	\$5,000	Scholarship
The Craig Stock Charitable Foundation	\$5,000	Scholarship
The Hassel Foundation	\$20,000	Scholarship
The Daniel Veloric Foundation	\$5,000	Golf Tournament Sponsorship
Gifts In-Kind		
Deer Meadows Rehabilitation	\$350	Camera Equipment

COMMUNITY COLLEGE OF PHILADELPHIA
Office of Institutional Advancement
Monthly Summary of Grants and Gifts
for the September 2016
Meeting of the Board of Trustees

Federal Grants

The National Science Foundation has funded year three of the five-year Alliance for Minority Participation for the Greater Philadelphia Region (AMP Phase V) grant for \$23,694. The College is a subcontractor on this fifth consecutive five-year *Louis Stokes Alliance for Minority Participation* (LSAMP) grant through Drexel University. The LSAMP program has had a positive impact on the College's culture and attitude toward underrepresented STEM students. The LSAMP program directly supports approximately 100 first-year STEM students each year through mentoring and scholarship support, and reaches over 1,000 through speakers and other broader activities.

The U.S. Department of Education has funded year two of the five-year Predominantly Black Institutions Program – Competitive Grant for \$600,000 supporting the Center for Male Engagement (CME). The CME is designed to increase the retention and graduation rates of African-American male students at the College through intentional, coordinated and culturally responsive programming that holistically addresses the particular academic and non-cognitive needs of African-American males as they pursue a degree, establish short and long-term career goals, become more civic-minded, and learn to effectively use their social capital in order to become contributing participants of a global workforce.

The U.S. Department of Education has funded year five of the five-year Upward Bound (TRIO Program) for \$301,958. The total award for the five-year grant is \$1,459,278. This is the College's fourth TRIO Upward Bound grant. The Upward Bound program will provide 68 eligible secondary students annually with the academic skills and motivation necessary for persistence and completion of secondary and postsecondary education. The College will partner with four persistently low achieving target high schools in the School District of Philadelphia: Edison-Fareira, Benjamin Franklin, Germantown, and South Philadelphia.

The U.S. Department of Health and Human Services has funded the Nursing Workforce Diversity grant for \$350,000 for fiscal year 2016-2017. This grant will support mentoring, guided pathways, and stipends and scholarships to increase retention of economically disadvantaged and underrepresented nursing students.

The U.S. Department of Labor (subcontracted through Philadelphia Works) has funded the four-year Microcredentials grant program for \$500,000. This grant will support a statewide effort to develop microcredentials leading to career pathways for low-income and low-skilled workers. The College will develop microcredentials and work closely with Philadelphia Works to identify career pathways and employers for these programs.

The U.S. Department of Transportation has funded the Dwight David Eisenhower Community College Fellowship grant for \$15,000. This grant supports fellowships for three students who intend to pursue transportation-related careers. Students must be in their second year and complete a transportation-related research project during their fellowship.

State Grants

The Pennsylvania Department of Education has funded the Perkins Postsecondary Local Plan grant for \$1,575,395 for fiscal year 2016-2017. The goal of the grant is to develop more fully the academic, career and technical skills of students enrolled in career and technical education programs.

The Pennsylvania Department of Human Services (formerly the Pennsylvania Department of Public Welfare) has funded the KEYS (Keystone Education Yields Success) grant for \$550,684 for fiscal year 2016-2017. The College's KEYS program will provide TANF recipients who are students at the College with assistance to foster their academic success. KEYS offers students academic supports including developmental courses, study and life skills workshops, career exploration, tutoring, mentoring and resource development.

Foundation Grants

The Ambrose Monell Foundation has funded the two-year Student-Faculty International Fellows Program grant for \$75,000. This grant supports a continuation of the Student-Faculty International Fellows program, with the goal of facilitating three study abroad programs per year to a variety of locations. This grant will support a minimum of 30 students over the two-year period and three faculty pairs who plan and lead the study tours.

The Independence Blue Cross Foundation has funded the Nurses for Tomorrow Undergraduate Scholarship grant for \$8,049. Funds support scholarships for nursing students enrolled for the 2016-2017 academic year.

Organization Grant

OneMain Financial, through Achieving the Dream, has provided additional funding in the amount of \$1,500 for the OneMain Financial Completion Scholarship Program grant. This scholarship program is a partnership between Achieving the Dream and OneMain Financial. Scholarships will support four students during the 2016-17 academic year.

**MEETING OF THE EXECUTIVE COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Monday, August 8, 2016 at 9:00 A.M.**

Teleconference: Mr. Jeremiah J. White, Jr., Mr. Matthew Bergheiser, Ms. Suzanne Biemiller, Ms. Judith Rényi, Stella Tsai, Esq., Dr. Donald Generals, Mr. Jacob Eapen and Victoria Zellers, Esq.

Change Orders for Quinn Construction, Inc. - \$84,685.00 (Action Item):

On March 23, 2016, the Business Affairs Committee approved that Quinn Construction, Inc. be awarded the contract for garage repairs—phase two in the amount of \$241,340.00. Subsequently, on April 7, 2016, the full Board approved awarding the contract to Quinn Construction, Inc. (Attachment 1)

Attached is a memorandum from Mr. Eapen to Dr. Generals detailing two critical change orders associated with Quinn Construction, Inc. Change Order #1, in the amount of \$57,685.00, is based upon a completion of a field survey related to concrete repair, caulking and new emergency lights undertaken by the Quinn Construction, Inc. and the College Consultant. Change Order #2 is estimated at \$27,000.00 and is based upon the discovery of delaminated concrete at the expansion joints that are to be replaced. The total cost will be offset from the garage operating funds. (Attachment 2).

In accordance with College Policies and Procedures Memorandum No. 202 – *Purchases and Contracts Requiring Specific Board Authorization* (Attachment 3), the President approved the change orders on July 14, 2016.

Action: Members of the Executive Committee of the Board of Trustees unanimously approved the change orders for Quinn Construction, Inc. in the amount of 84,685.00 at their meeting on August 8, 2016.

ATTACHMENT A

BACKGROUND INFORMATION CHANGE ORDERS FOR QUINN CONSTRUCTION, INC.

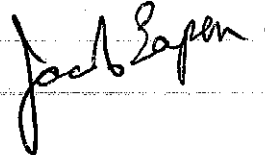
- **Attachment 1 – March 23rd Business Affairs Committee Approval**
- **Attachment 2 –Memorandum Detailing the Two Change Orders**
- **Attachment 3 – College Policies and Procedures Memorandum No. 202 - *Purchases and Contracts Requiring Specific Board Authorization***

COMMUNITY COLLEGE OF PHILADELPHIA

MEMORANDUM

TO: Donald Guy Generals, Ed.D.
President

FROM: Jacob Eapen
Vice President for Business & Finance



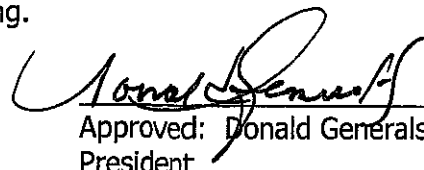
DATE: July 14, 2016

SUBJECT: Approval of Change Orders for Quinn Construction, Inc.

On March 23, 2016, the Business Affairs Committee approved that Quinn Construction, Inc. be awarded the contract for garage repairs—phase two in the amount of \$241,340.00. Subsequently, on April 7, 2016, the full Board approved awarding the contract to Quinn Construction, Inc. (Attachment 1)

Attached is a memorandum from Harry Moore, Assistant Vice President, Facilities and Construction Management detailing two critical change orders associated with Quinn Construction, Inc. Change Order #1, in the amount of \$57,685.00, is based upon a completion of a field survey related to concrete repair, caulking and new emergency lights undertaken by the Quinn Construction, Inc. and the College Consultant (Attachment 2). Change Order #2 is estimated at \$27,000.00 and is based upon the discovery of delaminated concrete at the expansion joints that are to be replaced. The total cost will be offset from the garage operating funds.

In accordance with College Policies and Procedures Memorandum No 202 – *Purchases and Contracts Requiring Specific Board Authorization* (Attachment 3), I am seeking your approval to proceed with the change orders for Quinn Construction, Inc. in the estimated amount of \$84,685.00, with the understanding that the Board of Trustees will be advised of the importance of these two construction change orders at the first scheduled meeting of the Business Affairs Committee and subsequent Board of Trustees meeting.



Approved: Donald Generals, Ed.D.
President

(5) Garage Repairs – Phase Two (Action Item):

Staff reported that in 2012, the College commissioned a condition survey of the main parking garage by Carl Walker, Inc. The report made recommendations for some immediate repairs to the structure and a phased restoration/repair program for the facility to take place in five phases. The College completed the first phase of the program in 2014. Specifications were developed for the second phase and a pre-bid meeting was held on December 14, 2015. Twenty-two (22) firms attended the pre-bid. Bids were received on January 22, 2016 from seven firms. The bids ranged from \$241,340.00 to \$329,000.00. After review, staff made the recommendation to accept the proposal of Quinn Construction, Inc. for \$241,340.

Quinn Construction, Inc.	\$241,340
Schnell Contracting Systems, LLC	\$253,211
Watts Restoration, Inc.	\$257,442
E.J.W. Restoration, Inc.	\$270,345
Mara Restoration	\$321,546
Joseph Dugan, Inc.	\$326,025
J.P.S. Construction Co, Inc.	\$329,000

Ms. Biemiller asked about minority participation during the bid process. Staff responded that they did not have the information with them but would provide it as part of the minutes and follow: Nineteen firms attended the College's Pre-Bid meeting and included three WBE and one MBE firm. The firm that is being recommended for the award, Quinn Construction, Inc., is a WBE firm. One other WBE firm, Mara Restoration, submitted a bid; the MBE firm, Old Philadelphia Associates, did not submit a bid. As a matter of course, the Purchasing Office provides notice of construction RFPs to the various Philadelphia Chambers of Commerce and advertises in the *AI Dia* and the Philadelphia Sunday Sun newspapers as well as trade publications.

In response to a question, Mr. Spiewak noted that the recommended repairs are being done over a five-year period and that no further improvements are expected for a twenty year period moving forward.

Mr. White moved and Mr. Johnson seconded the motion that the Committee recommend to the full Board that Quinn Construction, Inc. be awarded the contract for garage repairs – phase two in the amount of \$241,340. The motioned passed unanimously with the abstention of Mr. Herzog.

(6) 2015-16 Budget Status Report (Information Item):

Mr. Eapen provided an overview of the College's budget status for fiscal year 2015-16. He reviewed the major changes in revenues and expenses from the originally approved budget. Due to the current uncertainty concerning the State budget, state revenues are show at the same level as that received for fiscal year 2014-15. Student

**FACILITIES MANAGEMENT DEPARTMENT
INTEROFFICE MEMORANDUM**

TO: JACOB EAPEN
FROM: HARRY MOORE
SUBJECT: CHANGE ORDER #1 AND #2 PURCHASE ORDER P0018992
DATE: 7/14/2016

At its April 7, 2016 meeting, the Board of Trustees approved the award of contract to Quinn Construction, Inc for \$241,340.00 for Phase II repairs in the main Parking Garage. A purchase order, P0018992 was issued to Quinn Construction in that amount. Aside from that amount as part of the specifications prepared for the project a unit cost bid was taken for various types of repairs that could not be quantified and needed field verification for quantities. The awarded contractor and the consultant completed a field survey and prepared a change order as called for in the specifications enumerating the actual amount of each type of repair and is shown in the list on Change Order #1. In addition, a field survey was completed for the replacement of emergency light packs and batteries in the facility. Again, the unit cost for each of these was specified in the bid proposal. Change Order # 2 reflects the discovery of delaminated concrete at the expansion joints that are to be replaced. If the contractor were to replace the expansion joints the interface point to the deck will fail and the expansion joint will fail and need reinstallation. The estimate of probable cost is \$27,000. As provided in Policy & Procedure Memorandum No. 202 in order to avoid delay in project progress we are seeking Presidential approval of these expenditures with the Board to advice and consent at the next scheduled meeting in September.

COLLEGE POLICIES AND PROCEDURES MEMORANDUM NO. 202

PURCHASES AND CONTRACTS REQUIRING SPECIFIC BOARD AUTHORIZATION

Revised: February 5, 2009

Original Number: 28

Original Date of Issue: June 4, 1969

Reissued 28A - March 27, 1984

28B - May 6, 1985

The Board of Trustees assumes the ultimate responsibility for the operation of the College, the prudent use of its resources, and for maintaining productive and supportive relations with regulatory and funding agencies. In exercising its responsibility to the public and private sources which annually provide the College with its operating and capital budget revenues, the Board of Trustees approves the annual budget prior to the start of each fiscal year. In addition to approving the aggregate budget plan, the Board will specifically approve certain types of expenditures and contractual relationships. These specific approvals may occur either as a part of the annual budget adoption process or as individual items brought to the Board during the course of the fiscal year through the Board of Trustees Business Affairs Committee.

The following financial transactions require specific Board approval:

- Development of New or Modified Facilities - Any program for the development or modification of a college facility and associated equipment with a total project value of fifty thousand dollars (\$50,000) or greater.
- Construction Change Orders - Any construction change order with a unit value of fifty thousand dollars (\$50,000) or greater. Normally the construction change order should be approved by the Board before it is authorized by the College's construction manager. If a postponement in approving a change order would seriously delay an essential project or create an exposure to contractor claims for delay of project, and if the change order can be accommodated within available construction dollars, then the President may authorize proceeding with the change order with the understanding that the Board will be advised of the essential construction change at the first scheduled meeting of the Business Affairs committee and subsequent board meeting.
- Capital Purchases or Leases - Any single item or combination of complementary capital items with an annual cost of fifty thousand dollars (\$50,000). This includes both property leases and capital purchases.
- Capital Write-Offs - Disposal of capital equipment and other real property with an original

acquisition price of twenty-five thousand dollars (\$25,000) or greater.

- Real Estate Acquisition - All acquisition of real estate including land and buildings. Potential real estate gifts to the College must be formally accepted by the Board before title to the property is transferred.
- Professional Services - Because of their significance to the College and the responsibilities of the Board of Trustees, the following professional services will require Board approval at the time a change in provider is considered or a new contract for services is required: Public Accounting Services, Banking Services, Legal Services, Insurance Broker Services, Investment Management Services, and engagement of any service with an annual expense or revenue volume of one-hundred thousand dollars (\$100,000) or greater. Purchase of other services whose costs are contained within the approved college budget may be authorized by the President or his or her designee.
- Debt Obligations - Any agreements to borrow funds on behalf of the College. This includes both long-term debt such as bonds and mortgages as well as short-term borrowing for operating purposes.
- Accounts Receivable Write-Offs - Payments from any one source due to the College with a book value of ten thousand dollars (\$10,000) or greater for which staff believe there is no basis to expect payment.

Date Effective: February 5, 2009

[Return to Policies and Procedures home page](#)