



MEETING OF THE BOARD OF TRUSTEES  
Thursday, March 2, 2017 – 3:00 p.m.  
Northwest Regional Center  
1300 W. Godfrey Avenue, Lower Level Lounge

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# Community College of Philadelphia

*The Path to Possibilities™*

## MEETING OF THE BOARD OF TRUSTEES

### AGENDA

Thursday, March 2, 2017 – 3:00 p.m.

Northwest Regional Center

1300 W. Godfrey Avenue, Lower Level Lounge

- (1) Executive Session
- (2) Meeting Called to Order
- (3) Public Comment
- (4) Report of the Business Affairs Committee
- (5) Report of the Student Outcomes Committee
- (6) Report of the Real Estate Committee
- (7) Dashboard
- (8) Resolution - Community College of Philadelphia Naming Policy (A)
- (9) Consent Agenda
  - (a) Consent Agenda Part One
    - Proceedings and Minutes of Decisions and Resolutions Meeting of January 12, 2017
    - Gifts and Grants
  - (b) Consent Agenda Part Two – (Ratification of Agreement Approved by the Executive Committee on January 27, 2017)
    - Agreement with Constellation NewEnergy, Inc. for Supply of Electricity for the College
  - (c) Consent Agenda Part Three – (Ratification of Agreements Approved by the Executive Committee on February 9, 2017)
    - Contract with Sun Life for Group Life and Long-Term Disability Plans
    - Financial Advisors for Bond Refinancing
    - Willis Towers Watson Contract Extension for FY 17-18
    - Three Separate Purchases of Furniture that Exceed \$50,000 Related to Office Moves
  - (d) Consent Agenda Part Four – Financial Institution for the 2007 Bond Refinancing (To be Approved by the Business Affairs Committee on March 1, 2017)

- (10) Report of the Chair
- (11) Foundation Report
- (12) Report of the President
- (13) New Business
- (14) Next Meeting: Thursday, April 6, 2017 – 3:00 p.m.  
Isadore A. Shrager Boardroom, M2-1

Future Committee Meetings:

- Student Outcomes: Thursday, April 6, 2017  
1:30 p.m. – M2-34
- Business Affairs: Wednesday, March 22, 2017  
10:00 a.m. – Isadore A. Shrager Boardroom, M2-1
- Audit Committee: Monday, March 27, 2017  
12:00 p.m. – Isadore A. Shrager Boardroom, M2-1

Upcoming Events

- Spring Recess – College Closed March 6-12, 2017
- Pennsylvania Commission for Community Colleges Annual Meeting and All-PA Academic Awards April 3-4, 2017  
Radisson Hotel Harrisburg  
Camp Hill, PA
- Lobby Day Tuesday, April 4, 2017  
Capitol Building  
Harrisburg, PA

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COMMUNITY COLLEGE OF PHILADELPHIA  
Proceedings of the Meeting of the Board of Trustees  
Thursday, January 12, 2017 – 3:00 p.m.

Present: Ms. Biemiller, presiding; Mr. Armbrister, Mr. Bergheiser, Ms. Fulmore-Townsend, Mr. Herzog, Mr. Martz, Ms. McPherson, Dr. Rényi, Representative Roebuck, Ms. Sidhu, Ms. Tsai, Mr. White, Dr. Generals, Ms. Brown-Sow, Ms. DiGregorio, Mr. Eapen, Dr. Gay, Dr. Hirsch, Ms. Hurst, Mr. Murphy, and Ms. Zellers

(1) Executive Session

The Executive Session was devoted to a discussion of real estate matters.

(2) Meeting Called to Order

Ms. Biemiller called the meeting to order and welcomed guests and the following new members of the Board of Trustees attending their first Board meeting:

Chekemma Fulmore-Townsend	President and Chief Executive Officer, Philadelphia Youth Network
Joseph Martz	Chairman and Chief Executive Office, NHS Human Services, Inc.
Simran Sidhu	Executive Director, SpringPoint Partners Youth Focus

Ms. Biemiller stated that Michael Soileau, Vice President, Competitive Planning and Strategy, Comcast, who was not in attendance, was also a new appointee to the Board of Trustees.

Ms. Biemiller thanked the newly appointed Board members for their time and commitment to serve as a member of the Board of Trustees. She stated that it is an honor for her to serve on the Board and hoped that their experience will be as rewarding as hers has been.

(3) Public Comment

Ms. Biemiller explained the process for Public Comment. She stated that Public Comment at Board of Trustees meetings is an opportunity for faculty, staff, students, and members of the community to give input to trustees on the direction of the College. Ms. Biemiller stated that today there will be three individuals who will provide Public Comment. Each presenter will have three minutes to address the Board. The presenters were as follows:

Jonathan Pappas

Faculty, English Department

Ashley Bald  
Davido Dupree

Student  
Faculty, Psychology, Education & Human  
Services Department

The above members of the College faculty and student presented their concerns regarding contract negotiations and proposals.

Ms. Biemiller thanked the faculty and student for their comments before the Board of Trustees and their commitment to the College.

(4) Resolution Regarding Conveyance Agreement  
For 4738-43 and 4744-46 Market Street

Ms. Biemiller reported that Mohawk Community Investments, Inc. offered the College the opportunity to purchase two parcels of vacant land in Philadelphia at 4738-42 Market Street and 4744-46 Market Street (the "Parcels") for a bargain sale price of \$484,700 which represents a substantial discount off of the market value of the parcels. The Community College of Philadelphia Foundation's Board of Directors approved a donation of \$484,700 to the College for the purpose of purchasing the Parcels for the benefit of the West Philadelphia Regional Center. Ms. Biemiller stated that the land is intended to be used for a new Auto Tech Center in the West Philadelphia Regional Center.

Ms. Biemiller reported that on December 19, 2016, the Executive Committee of the Board of Trustees authorized the College to execute a Conveyance Agreement with Mohawk Community Investments, Inc. for the purchase of the Parcels which Agreement is subject to the approval of the full Board of Trustees. Ms. Biemiller stated that per the authority of the Executive Committee, the College executed the Conveyance Agreement, effective December 23, 2016, which is subject to approval by the College's full Board of Trustees.

Ms. Biemiller reported that earlier today, the Community College of Philadelphia Foundation Board of Directors adopted a Resolution to donate \$484,700 to the Community College of Philadelphia for the exclusive purpose of purchasing the Parcels as set forth in the Conveyance Agreement.

Ms. Biemiller stated that the Executive Committee of the Board of Trustees recommends that the Board of Trustees adopt the following Resolution to ratify and approve the execution of the Conveyance Agreement and authorize the execution of related closing documents:

**WHEREAS**, after approval by the Executive Committee of the Community College of Philadelphia's Board of Trustees, the Community College of Philadelphia entered a Conveyance Agreement, effective December 23, 2016, to purchase two parcels of vacant land in Philadelphia at 4738-42 Market Street and 4744-46 Market Street (the

“Parcels”) for a bargain sale price of \$484,700 which represents a substantial discount off of the market value of the parcels; and

**WHEREAS**, on January 12, 2017, the Community College of Philadelphia Foundation’s approved a donation to the Community College of Philadelphia in the amount of \$484,700 to be used exclusively for the purchase of the Parcels designated in the Conveyance Agreement;

**NOW, THEREFORE**, on this 12<sup>th</sup> day of January, 2017, it is resolved that the Board of Trustees for the Community College of Philadelphia ratifies the decision of the Executive Committee and approves the Conveyance Agreement between the Community College of Philadelphia and Mohawk Community Investments, Inc. and authorizes the designated College officials to execute the related closing documents. The Board of Trustees further agrees to receive the \$487,000 donated by the Community College of Philadelphia Foundation and hold these funds for the exclusive purpose of purchasing the Parcels. If for any reason, the closing on the Parcels does not occur, the Community College of Philadelphia shall return the funds to the Community College of Philadelphia Foundation.

Ms. Hernández Vélez moved, with Representative Roebuck seconding, that the Board of Trustees approve the above Resolution. The motion carried unanimously.

Ms. Biemiller thanked Mr. Murphy, Mr. Eapen, and Ms. Zellers for their work and support in reaching this outcome.

(5) Report of the Business Affairs Committee

Ms. Biemiller stated that there was no report of the Business Affairs Committee as items were listed as part of the Consent Agenda.

(6) Report of the Student Outcomes Committee

Dr. Rényi reported that the next meeting of the Student Outcomes Committee is scheduled for February 9, 2017 at 1:30 p.m. at the Northwest Regional Center in Room 202. She stated that the dashboard data inclusion was part of the Consent Agenda.

Dr. Rényi requested that the dashboard be a separate ongoing item on the agenda of future meetings of the Board of Trustees.

(7) Consent Agenda

Mr. Biemiller presented the following Consent Agenda for Board approval:

- (a) Proceedings and Minutes of Decisions and Resolutions  
Meeting of November 3, 2016
- (b) Gifts and Grants
- (c) Dashboard Data Inclusion
- (d) Managed Security Monitoring Service
- (e) Three Year Capital Budget
- (f) Amendment to Wallace, Roberts and Todd (WRT) Contract
- (g) Wallace, Roberts and Todd (WRT) Contract

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

(8) Report of the Chair

Ms. Biemiller reported that Mr. White had worked with Dr. Generals and spoken to members of the Board regarding Board Committee Assignments. She reviewed the composition of each committee and noted that a copy of the Board Committee Assignments will be emailed to members of the Board.

Dr. Rényi asked Mr. Armbrister when he would be making his report on modifications to the Board meeting process or considering a new meeting procedure. Mr. Armbrister stated that he had spoken with Mr. White and that due to legal constraints, there was not much that can be done. Mr. Armbrister stated that there may be opportunities to schedule strategic discussions on specific topics at future meetings of the Board of Trustees.

(9) Foundation Report

Mr. Murphy stated that there were no grants to report in addition to the written report provided with the Board materials.

Ms. Biemiller requested Mr. Murphy to draft thank you resolutions to the Foundation Board and Mohawk Community Investments, Inc. for Board approval at the February 9, 2017 Board of Trustees meeting.

(10) Report of the President

Dr. Generals called the Board's attention to his memorandum in the Board folder which outlined the list of activities in which he participated during the months of November and December 2016, and summarized the highlights.

(10a) Professional Development Week

Dr. Generals reported that Professional Development Week is scheduled January 9-13, 2017. The opening session was held on January 9, 2017. The theme for the week focused on Guided Pathways and assessment. Jeremiah White delivered greetings to the College community on behalf of the Board of Trustees.

(10b) Pennsylvania Commission for Community Colleges  
Council of Presidents Meeting, January 9-10, 2017

Dr. Generals reported that he had attended the Pennsylvania Commission for Community Colleges Council of Presidents meeting on January 9-10, 2017 in Hershey, Pennsylvania. Discussions focused on legislative and budget issues.

Dr. Generals reported that Secretary of Education Pedro Rivera had spoken to the group and indicated that the Governor is committed to increasing funding for higher education.

(10c) PECO Grant Presentation

Dr. Generals reminded the Board of the PECO Grant Presentation and Architecture, Design and Construction Exhibit Opening which is scheduled for Thursday, January 19, 2017 at 9:00 a.m. in the College Mint Building Rotunda. He stated that PECO has partnered with the College to provide funding for solar energy equipment that will be used by 300 students in the Architecture, Interior Design and Building Science programs each year. Works from these students will be on display in the Rotunda.

(10d) Strategic Planning

Dr. Generals reported that the final touches are being made to the Strategic Plan. He stated that the final Strategic Plan document will be presented for Board approval at the April 2017 Board meeting.

(10e) December 6, 2016 Gala

Dr. Generals thanked members of the Board for attending the December 6, 2016 Foundation Gala.

(11) New Business

Dr. Rényi encouraged members of the Board to attend the ACCT National Legislative Summit scheduled in Washington, DC February 13-16, 2017. She stated that the Summit is



designed to inform community college leaders on Federal policies that impact higher education institutions. Dr. Rényi stated that participants also have the opportunity to meet with Pennsylvania senators and congressmen to advocate on behalf of the community colleges in Pennsylvania, and network with fellow community college trustees.

(12) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, February 9, 2017 at 3:00 p.m. at the Northwest Regional Center, 1300 Godfrey Avenue, in the Lower Level Lounge.

The meeting adjourned at 4:05 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA  
Meeting of the Board of Trustees  
Thursday, January 12, 2017 – 3:00 p.m.  
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Ms. Biemiller, presiding; Mr. Armbrister, Mr. Bergheiser, Ms. Fulmore-Townsend, Mr. Herzog, Mr. Martz, Ms. McPherson, Dr. Rényi, Representative Roebuck, Ms. Sidhu, Ms. Tsai, Mr. White, Dr. Generals, Ms. Brown-Sow, Ms. DiGregorio, Mr. Eapen, Dr. Gay, Dr. Hirsch, Ms. Hurst, Mr. Murphy, and Ms. Zellers

(1) Executive Session

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Joseph Martz	Chairman and Chief Executive Office, NHS Human Services, Inc.
Simran Sidhu	Executive Director, SpringPoint Partners Youth Focus

Mr. Michael Soileau, Vice President, Competitive Planning and Strategy, Comcast, who was not in attendance, was also a new appointee to the Board of Trustees.

(3) Public Comment

Two faculty members and student presented their concerns regarding contract negotiations and proposals. The presenters were:

Jonathan Pappas	Faculty, English Department
Ashley Bald	Student
David Dupree	Faculty, Psychology, Education & Human Services Department

(4) Resolution Regarding Conveyance Agreement  
For 4738-43 and 4744-46 Market Street

The Board of Trustees approved the Conveyance Agreement between Community College of Philadelphia and Mohawk Community Investments, Inc. for the purchase of the Parcels of vacant land at 4738-43 and 4744-46 Market Street.

(5) Report of the Business Affairs Committee

There was no report of the Business Affairs Committee as items were listed as part of the Consent Agenda.

(6) Report of the Student Outcomes Committee

The next meeting of the Student Outcomes Committee is scheduled for February 9, 2017 at 1:30 p.m. at the Northwest Regional Center in Room 202.

(7) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions  
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- (d) Managed Security Monitoring Service
- (e) Three Year Capital Budget
- (f) Amendment to Wallace, Roberts and Todd (WRT) Contract
- (g) Wallace, Roberts and Todd (WRT) Contract

(8) Report of the Chair

Ms. Biemiller reviewed the 2016-17 Board Committee Assignments.

(9) Foundation Report

There were no grants to report in addition to the written report provided with the Board materials.

Mr. Murphy was requested to draft thank you resolutions to the Foundation Board and Mohawk Community Investments, Inc. for Board approval at the February 9, 2017 Board of Trustees meeting.

(10) Report of the President

A memorandum was placed in the Board folder which outlined the list of activities in which Dr. Generals participated during the months of November and December 2016.

(10a) Professional Development Week

Professional Development Week is scheduled January 9-13, 2017. The opening session was held on January 9, 2017. The theme for the week focused on Guided Pathways and assessment.

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(10c) PECO Grant Presentation

The PECO Grant Presentation and Architecture, Design and Construction Exhibit Opening is scheduled for Thursday, January 19, 2017, 9:00 a.m. in the College Mint Building Rotunda.

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The final touches are being made to the Strategic Plan. The final Strategic Plan document will be presented for Board approval at the April 2017 Board meeting.

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(12) Next Meeting

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The meeting adjourned at 4:05 p.m.

**Resolution for Board of Trustees Meeting March 2, 2017**

**Resolution Approving Naming Policy**

Whereas, on May 1, 2003, the Board of Trustees adopted the Community College of Philadelphia Naming Policy;

Whereas, on December 4, 2008, the Board of Trustees approved a revision to the Community College of Philadelphia Naming Policy; and

Whereas on January 20, 2016, the Business Affairs Committee reviewed and approved an updated and revised Community College of Philadelphia Naming Policy (attached herto) to replace the policy dated December 4, 2008;

Now, therefore, on this 2<sup>th</sup> day of March, 2017, the Board of Trustees approves the revised Community College of Philadelphia Naming Policy (attached hereto) to replace the December 4, 2008 policy.



## NAMING POLICY

### 1. GENERAL

Community College of Philadelphia seeks to recognize individuals, corporations or foundations who have supported the College or the Foundation through substantial financial contributions or through distinguished service by naming facilities and funds in their honor. This policy governs the procedure for such naming. Facilities and Funds encompassed by the Naming Policy include:

- Buildings or parts of buildings, such as wings, where the identification focuses on the external feature;
- Parts of buildings, such as laboratories or classrooms, where the identification deals with an internal feature;
- Other facilities as recommended for naming; and
- Endowments (endowed chairs and scholarships).

For purposes of this policy, the benefactor is defined as any individual, corporation, foundation, or other entity who has made a substantial financial or other contribution to the College.

When recognition is the result of a financial donation, the facility may be named directly after the benefactor, or it may retain or be given a functional title, and the benefactor will be recorded as its sponsor. In the case of distinguished service, the facility may be named directly after the honoree.

College assets and facilities may be named after exceptional individuals, living or deceased; corporations; foundations; or any other entity, provided due regard is given to the College's identity and philosophy. The College's Board of Trustees has the right to deny a request for naming if the request is deemed inappropriate, i.e., if the mission and vision of the benefactor is not consistent with the mission and vision of the College, or if such naming could be construed as promoting a particular political, economic, or moral issue inconsistent with the College's mission. Likewise, the College may rescind the use of a name awarded hereunder in the event that circumstances cause the College to reasonably believe that continued use of such name is inappropriate.

### 2. GUIDELINES FOR NAMING

#### 2.1 Buildings

The College will consider the naming of new buildings in recognition of individuals, corporations, or foundations according to the following guidelines:

- The benefactor contributes 50 percent or more of the capital cost of the building; or
- The benefactor supports the College, faculty or other divisions through the establishment of a gift exceeding \$10 million.

The College will consider naming existing structures or parts of existing structures according to the following guidelines:

- An existing building may be named for a gift or endowment equal to a minimum of 20% of the current market value of the structure, with additional considerations taken into account (e.g., prominence of the

building, historical profile of the structure, etc.) that might increase the value of the naming opportunity. The Board of Trustees will make the final determination.

**2.2 Classrooms, Auditoriums, Laboratories**

The College will consider naming parts of buildings in recognition of a benefactor who contributes the following amounts:

Classroom	\$50,000 to \$200,000
Computer Class/Lab	\$250,000 to \$1,000,000
Small Auditorium	\$300,000 to \$500,000
Large Auditorium	\$500,000 to \$1,000,000
Gymnasium	\$1,000,000 to \$2,500,000
Library	\$1,000,000 to \$2,500,000

**2.3 Capital Campaign Naming Opportunities**

In the event of a capital campaign, additional naming opportunities may become available. These additional opportunities will follow the same approval process identified in Section 3. Buildings and parts of a building will be “valued” as a naming opportunity on the “base value of each unit of space.” Typically, this is accomplished by dividing the campaign fundraising goal by the total square feet available for naming. The base value may be increased or decreased depending on the following: location and physical prominence (visibility) of the space; utilization and function of space; and unusual costs for space (i.e., interior design finishes, outfitting, etc.). Using the above criteria, naming opportunities will be identified and minimum levels of contributions for the naming right for each space established.

**2.4 Regional Center, Departments and Other Units**

The College will consider naming a regional center, department or unit in recognition of a gift if the gift enables transformational change to take place in the unit, meaning the gift allows the unit to undertake a well-defined set of program improvements that will elevate the unit within its group of peer institutions. Any proposal for naming should be consonant with the reputation and aspirations of the unit. The background, character and reputation of the namesake benefactor should be consistent with the reputation of the College.

**2.5 Endowments (endowed chairs and scholarships)**

The College will consider the naming of chairs or scholarships after a benefactor who contributes the following amounts:

Endowment (Scholarship)	\$10,000 (minimum)
Endowment (Chair)	\$1,000,000 - \$5,000,000

**2.6 Honoring of an Individual for Distinguished Service**

- In exceptional cases, the College may seek to recognize individuals who have supported Community College of Philadelphia through distinguished service by naming facilities or endowments in their honor.
- Naming a building in honor of a person who has given extraordinary service to the College will not normally be considered until after that individual’s substantive formal relationship with the College has concluded.

**2.7 General Guidelines**

- Naming rights will not be considered binding until at least 50 percent of the benefactor’s pledge has been paid.
- Naming rights for benefactors will normally remain in place for the life of the building, classroom, auditorium, laboratory, etc.



- In the event that ongoing payments on a pledged donation cease before the agreed dollar amount is achieved, the Board of Trustees may discontinue the use of the benefactor's name for an endowment, scholarship, chair, etc.
- Nothing herein shall be deemed to prevent the College from improving, renovating or replacing any structure named hereunder in the normal course of its business. Naming rights shall not survive the replacement of any such structure and shall not be deemed to prevent naming any new structure resulting from any such improvement (e.g., naming an addition to the original structure).

### 3. PROCESS

- Negotiations with a benefactor or other interested party for the naming rights for a particular facility may be initiated by the Office of Institutional Advancement or by the President.
- Proposals for naming facilities should be submitted to the Office of Institutional Advancement and should contain specific information in support of naming. Proposals will be forwarded to the College President for endorsement. If endorsed by the President, the proposal will be forwarded to the College's Board of Trustees, which will make the final determination for approval. When a proposal involves the use of the name of a living person, the Board of Trustees' approval is contingent on the agreement of that person or that person's legal representative.
- When a proposal involves the use of the name of a deceased person, the Board of Trustees' approval is contingent on the agreement of that person's legal representative.
- If an individual or organization, after whom a facility has been named, comes into disrepute in the College or in the community-at-large, the Board of Trustees may discontinue the use of the name as set forth in section 1.
- The formal and final authority to name assets and facilities (and discontinue the use of a name for assets and facilities) resides with the College's Board of Trustees.
- The College's Board of Trustees shall use this Naming Policy as a guide but may, in its discretion, make exceptions to any provision contained in this policy.

Approved by Board of Trustees (May 1, 2003)

Revision Approved by Board of Trustees (December 4, 2008)

Revisions submitted to CCP Foundation's Finance & Investment Committee (January 6, 2016)

Submitted to CCP Foundation Board for comment (January 14, 2016)

Submitted to CCP Business Affairs Committee for approval (January 20, 2016)

Submitted to Board of Trustees for approval (March 2, 2017)



**COMMUNITY COLLEGE OF PHILADELPHIA**  
**Office of Institutional Advancement**  
**Monthly Summary of Grants and Gifts**  
**for the February 2017**  
**Meeting of the Board of Trustees**

**Federal Grant**

The U.S. Department of Health & Human Services (subcontracted through 1199C) has funded year two of the five-year New Faces Health Professions Diversity Pipeline Program grant for \$7,242. The College will provide secondary faculty development and pre-college experiences for high school students at Roxborough High School to encourage postsecondary matriculation in STEM and health careers.

**State Grant**

The Pennsylvania Commission on Crime and Delinquency has funded the Byrne Justice Assistance grant for \$122,253. Funding will enable the Reentry Support Project to increase the scope of its programs, services, and resources to better serve adults with criminal records who are identified as high risk within the Philadelphia Prison System and on the College's campus.

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, January 18, 2017 – 10:00 A.M.**

Present: Ms. Suzanne Biemiller (Chair), Mr. Matthew Bergheiser, Mr. Steve Herzog, Mr. Michael Soileau, Mr. Jeremiah J. White, Jr., (*via* teleconference), Dr. Donald Generals, Mr. Jacob Eapen, Mr. Todd E. Murphy, Mr. Gregory Murphy, Mr. James P. Spiewak, and Victoria Zellers, Esq.

**AGENDA – PUBLIC SESSION**

**(1) Contract Renewal for Group Life and Long-Term Disability Plans (Action Item):**

Mr. Eapen explained to the Committee that the College's current insurance contracts with Symetra to provide Life Insurance and Long Term Disability Insurance for the College's faculty and staff ended on December 31, 2016 and Symetra agreed to extend these contracts through the end of February 2017. The College's broker, Alliant Insurance, issued an RFP on the College's behalf for life insurance and long term disability insurance for College employees. The attached chart, see Attachment A, identifies the proposed rate renewal with Symetra and the rates proposed by six (6) carriers.

Mr. Eapen explained that Symetra proposed a 2.4% rate increase and would guarantee that rate for a period of two (2) years. Sun Life proposed a rate reduction of 3.2% and was willing to guarantee that rate for a period of three (3) years. He also noted that Sun Life is highly rated with an A+ rated from A.M. Best and an AA- rating from Standard & Poor's. Please refer to Attachment B. In response to a question from Mr. Soileau, Mr Eapen confirmed that the coverage provided by Sun Life was equal to that provided by Symetra.

Mr. Herzog moved and Mr. Bergheiser seconded the motion that the Committee recommend to the full Board that the College enter into a contract with Sun Life to provide Life and Long Term Disability insurance protection for faculty and staff commencing March 1, 2017, and that this contract be for a term of three (3) years at the guarantee rate reduction of 3.2% as identified in Attachment A. The motion passed unanimously.

**(2) Revised College Policies and Procedures Memorandum No. 202 – Purchases and Contracts Requiring Specific Board Authorization (Information Item):**

Mr. Spiewak stated that, as a result of an internal audit related to professional service contracts, the College's internal auditor suggested modifying the existing Policies and Procurement #202 to better document which professional and other service agreements require Board approval. Staff suggested modified language that it felt better articulates the purchases and contracts that require Board approval. The proposed modification to the policy also includes additional language that describes how and when contract renewals, extensions and change orders are to be presented to the Board. Please refer to Attachment C which includes the Proposed and Current Policies and Procedures Memorandum No. 202.

Mr. Bergheiser questioned whether the dollar thresholds for certain Board action should also be reviewed particularly since some of the values were established many years prior. Mr. Eapen stated that staff will undertake this review including a survey of peer institutions. Once this additional review is completed, then a revised Policies and Procedures Memorandum No. 202 will be brought back to the Committee for review and approval. Accordingly, action on this item was tabled.

**(3) Financial Advisors for Bond Refinancing. (Action Item):**

Mr. Eapen noted that the College has an opportunity to refinance the remaining \$11.5 million of bonds outstanding of the 2007 issue. Preliminary estimates indicate that upfront savings of \$300,000 to \$400,000 are possible. He noted that an RFP was issued to three Philadelphia-based financial advisory firms – PFM Financial & Investment Advisors, Phoenix Capital Partners and Fairmount Capital Advisors. The lowest bid at \$15,000 was received from Phoenix Capital Partners. Attachment D provides information related to the RFP. Mr. Eapen noted that Mr. Allen is a minority partner of the firm. He received excellent reference checks. Ms. Biemiller stated that she spoke with an attorney that deals with municipal financing who confirmed his excellent reputation. Staff recommended that the contract be awarded to Phoenix Capital Partners.

Mr. Bergheiser moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board that the College award the contract to Phoenix Capital Partners as detailed in Attachment D. The motion passed unanimously.

**(4) Willis Towers Watson Contract Extension for FY 17-18 (Action Item):**

Mr. Spiewak explained that the College typically bids out insurance broker services every five years. Normally the College would be in the process of undertaking an RFP process at this time. Willis Towers Watson (formerly Willis) has been the College's insurance broker for the past ten years and has served the College well. The College is currently leading an effort to determine if group purchasing by several community colleges of certain insurance lines will result in cost savings. Willis Towers Watson is coordinating the effort of gathering and consolidating the various College's insurance data and marketing our group to carriers. Since Willis Towers Watson is coordinating this effort, at the College's request and at no cost, they were asked to submit a proposal for a one-year contract extension to continue to provide insurance broker services to the College. Willis Towers Watson submitted a fee proposal of \$55,000 which is the same amount as the current year's fee. In order to continue the group purchasing efforts and maintain continuity of services, staff recommend a one-year extension at a fee of \$55,000. In response to Ms. Biemiller's question, Mr. Spiewak verified that the extension would result in Willis Towers Watson providing insurance broker service through June 30, 2018.

Mr. Herzog moved and Mr. White seconded the motion that the Committee recommend to the full Board approval of a one-year contract extension for fiscal year 2017-18 to Willis Towers Watson. The motion passed unanimously.

**(5) Three Separate Purchases of Furniture that Exceed \$50,000 Related to Office Moves (Action Item):**

Mr. Eapen provided an overview of activities related to this action item. He noted that the College is moving forward with renovations consistent with the Facilities Master Plan. Mr. Eapen reported that the West Building is being designated as the STEM Building which includes major biology laboratory renovations. The College is relocating offices that are not STEM-related. The Trio and Gateway programs are being moved to the Division of Access and Community Engagement in the Winnet Building. The ground floor of the West Building is being outfitted to serve as the Offices of the Division of Math, Science and Health Careers. The vacated offices on the second floor will house faculty who are relocating to accommodate the laboratory renovations on the third floor. Staff request Committee approval of the following three items associated with these relocations:

- (a) Demountable Partitions for Winnet Third Floor - \$81,173  
These items are required to create reconfigurable/reusable office space required for the Division of Access and Community Engagement for the Trio and Gateway programs. Procurement of these items provides flexibility in renovations to the space that will house the College's growing high school and other youth partnership programs.
- (b) Furniture for Winnet Third Floor - \$85,163  
These items are required to outfit the space required for the Division of Access and Community Engagement which will house the College's various high school and other youth partnership programs. The furniture is for use by both staff and students including additional capacity for student workers and temporary employees.
- (c) Furniture for West Building First Floor - \$160,848  
These items are required to outfit the Offices of the Division of Math, Science and Health Careers which is being relocated from the second floor of the West Building to the first floor of the West Building. This furniture will be utilized in a combination of 23 offices, workstations and support space.

In response to a question from Mr. Soileau, it was stated that the items are contained within the Capital Plan that was recently approved by the Board. Subsequent to the meeting, staff is reporting that not all of the items are being purchased from the same vendor. The breakdown of purchase from the vendors are: CI Solutions, LLC (MWBE), \$130,450; Corporate Interiors (WBE), \$164,710; and Corporate Facilities of New Jersey, Inc. (MWBE), \$32,024.

Mr. White moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board approval of the following three purchases of furniture and fixtures that exceed \$50,000 related to office moves:

- (a) Demountable Partitions for Winnet Third Floor - \$81,173
- (b) Furniture for Winnet Third Floor - \$85,163
- (c) Furniture for West Building First Floor - \$160,848

The motion passed unanimously.

The remaining meeting time was devoted to discussions of legal matters and potential donor in Executive Session.

**(6) Next Meeting Date:**

The next regularly scheduled meeting of the Committee is scheduled for Wednesday, March 22, 2017 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1. At that time, Mr. White recommended that the College's long- and short-term investments as well as cash flow be reviewed by the Committee.

**JE/Im**  
**Attachments**

**ATTACHMENT A**  
**Community College of Philadelphia**  
**2017 Plan Cost Renewal Review**  
**Group Life & Long Term Disability Plans**



**Community College of Philadelphia  
2017 Plan Cost Renewal Review  
Group Life & Long Term Disability Plans**

Employees: 1045

	Current - Symetra		Revised Renewal Symetra		Sun Life		Lincoln		Prudential		Cigna		MetLife		Hartford	
	Monthly Rate	2 years	Monthly Rate	2 years	Monthly Rate	3 years	Monthly Rate	3 years	Monthly Rate	3 years	Monthly Rate	3 years life, 2 years LTD	Monthly Rate	2 years	Monthly Rate	2 years life, 3 years LTD
<b>Life</b>																
Rate Guarantee																
Volume																
Basic Life	\$0.295	\$0.295	\$0.295	\$0.295	\$0.285	\$0.335	\$0.335	\$0.295	\$0.370	\$0.291	\$0.370	\$0.285	\$0.291	\$0.285	\$0.285	\$0.285
Annual Life Premium	\$459,064	\$459,064	\$459,064	\$459,064	\$443,502	\$521,310	\$521,310	\$459,064	\$575,775	\$452,839	\$575,775	\$443,502	\$452,839	\$443,502	\$443,502	\$443,502
Basic AD&D	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015	\$0.015
Annual AD&D Premium	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702	\$21,702
<b>LTD</b>																
Core	\$0.480	\$0.510	\$0.460	\$0.580	\$0.460	\$0.580	\$0.580	\$0.545	\$0.775	\$0.792	\$0.775	\$1.100	\$0.792	\$1.100	\$0.792	\$1.100
Annual Premium	\$228,168	\$242,429	\$218,661	\$275,703	\$218,661	\$275,703	\$275,703	\$259,066	\$368,397	\$376,477	\$368,397	\$522,885	\$376,477	\$522,885	\$376,477	\$522,885
LTD Annuity	\$0.15	\$0.16	\$0.15	\$0.00	\$0.15	\$0.00	\$0.00	\$0.17	\$0.00	\$0.25	\$0.00	\$0.00	\$0.25	\$0.00	\$0.00	\$0.00
Annual Premium	\$72,499	\$77,332	\$72,499	\$0	\$72,499	\$0	\$0	\$82,166	\$0	\$120,832	\$0	\$0	\$120,832	\$0	\$0	\$0
Total Annual LTD Premium	\$300,667	\$319,761	\$291,160	\$275,703	\$291,160	\$275,703	\$275,703	\$341,231	\$368,397	\$497,309	\$368,397	\$522,885	\$497,309	\$522,885	\$497,309	\$522,885
<b>TOTAL ANNUALIZED PREMIUM</b>	\$781,433	\$800,527	\$756,365	\$818,715	\$756,365	\$818,715	\$818,715	\$821,997	\$965,874	\$971,850	\$965,874	\$985,090	\$971,850	\$985,090	\$971,850	\$985,090
% change over current		2.4%	-3.2%	4.8%	-3.2%	4.8%	4.8%	5.2%	23.6%	24.4%	23.6%	26.4%	24.4%	26.4%	24.4%	26.4%
premium variance over current		\$19,094	-\$25,068	\$37,282	-\$25,068	\$37,282	\$37,282	\$40,564	\$184,440	\$190,417	\$184,440	\$206,657	\$190,417	\$206,657	\$190,417	\$206,657
% change over renewal			-5.5%	2.3%	-5.5%	2.3%	2.3%	2.7%	20.7%	21.4%	20.7%	23.4%	21.4%	23.4%	21.4%	23.4%
premium variance over renewal			-\$44,162	\$18,188	-\$44,162	\$18,188	\$18,188	\$21,471	\$165,347	\$171,324	\$165,347	\$187,563	\$171,324	\$187,563	\$171,324	\$187,563

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including patterns, catastrophic claims, changes in plan design, healthcare trends, etc. This analysis does not amend, extend or alter the coverage provided by the actual insurance policies and contracts. Please consult your policy or contract.





**Community College of Philadelphia  
Group Life and LTD Benefit Review**

Life Insurance			
Class	Class Definition	Benefit	Guarantee Issue Amount
Class 1A	All Full Time Administrators	2.5 times annual salary	\$600,000
Class 1B	All Active Temporary Administrators and Grant Administrators	2.5 times annual salary	\$375,000
Class 2A	All full-time learning lab faculty, librarian, counselor and all other full-time faculty members, other than faculty participating in pre-retirement option	2 times annual salary	\$250,000
Class 2B	All active faculty members participating in the stepdown pre-retirement option, other than adjunct faculty members	2 times annual salary	\$250,000
Class 3A	All other active full-time classified members	2 times annual salary	\$150,000
Class 3B	All other active full-time confidential members	2 times annual salary	\$150,000
Class 4A	All active part-time classified members with less than 6 years of service	\$10,000	\$10,000
Class 4B	All active part-time confidential members with less than 6 years of service	\$10,000	\$10,000
Class 5A	All active part-time classified members with 6 or more years of service	2 times annual salary	\$150,000
Class 5B	All active part-time confidential members with 6 or more years of service	2 times annual salary	\$150,000
Class 6	All active part-time adjunct faculty members and visiting lecturer members	\$16,000	\$16,000
Class 7	Active full-time College President	2.5 times annual salary	\$500,000
Class 8A	Retired administrators and confidential members whose name is on file as a retiree with Community College of Philadelphia	Amount on File	Amount on File
Class 8B	Retired faculty and classified members whose name is on file as a Retiree with Community College of Philadelphia	Amount on File	Amount on File

Long Term Disability			
Own Occupation Duration		24 month own occupation	
Elimination Period		180 days	
Duration of Benefits		to SSNRA	
Class	Class Definition	Benefit	Monthly Maximum
Class 1	Administrators, other than Temporary Administrators or College President	60%	\$10,000
Class 2	All full-time Temporary Administrators and Grant Administrators	60%	\$10,000
Class 3	Classified Members who are a part of the bargaining unit, Confidential Members who are not a part of the bargaining unit, faculty, librarian, and counselor members	60%	\$5,000
Class 4	College President	60%	\$15,000

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs managed care savings, etc. There are many variables that can affect future health care costs including patterns, catastrophic claims, changes in plan design, healthcare trend increase, etc. This analysis does not amend, extend or alter the coverage provided by the actual insurance policies and contracts. Please consult your policy or contract

**ATTACHMENT B**  
**Community College of Philadelphia**  
**Group Life and LTD Benefit Review**

**Community College of Philadelphia  
Group Life and LTD Carrier Marketing Results**

Carriers		Rating	
		A.M. Best	Standard & Poor's
<b>Incumbent:</b>	<b>Symetra</b>	bbb+	A
<b>Proposed:</b>	Responses		
SunLife	Q	A+	AA-
Lincoln	Q	A+	AA-
MetLife	Q	A+	AA-
Prudential	Q	A+	AA-
Hartford	Q	A+	A
Cigna	Q	A u	AA-

Q	Quoted and included in this analysis
NC	Quoted but not financially competitive and not included in this analysis
DTQ	Declined to quote
NA	Does not underwrite particular line of coverage
Pending	Quote not completed at time of presentation
N/A	Not Available
NR	Not Rated
U	Rating under review



**ATTACHMENT C**

**Proposed Policies and Procedures Memorandum No. 202  
Current Policies and Procedures Memorandum No. 202**



## **PROPOSED P&P 202**

### **Purchases and Contracts Requiring Specific Board Authorization**

#### **Memorandum #202 Purchases and Contracts Requiring Specific Board Authorization**

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 Vice President for Business and Finance. 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.
- *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.

- *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.
  
- Other Services - Engagement of any other service, regardless of type, with an annual expense or revenue volume of one-hundred thousand dollars (\$100,000) or greater, requires Board approval. Purchase of other services with a value less than \$100,000 whose costs are contained within the approved college budget may be authorized by the President or his or her designee.
  
- Renewals, Extensions and Change Orders for Professional and Other Services
  - Contract renewal options, if presented to the Board at the time of initial award with a stated dollar value, do not require a subsequent Board approval.
  - Contract extensions of less than a twelve-month duration do not require Board approval unless the value of the extension exceeds 105% of the value of the expiring contract. Any contract extension beyond a twelve-month time duration requires approval by the Board of Trustees.
  - Change orders to contracts for professional or other services that cause the value of a contract to exceed \$100,000 require that the modified contract be approved by the Board of Trustees. If a postponement in approving a change order would seriously delay an essential project, 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.

## CURRENT P&P 202

### **Purchases and Contracts Requiring Specific Board Authorization**

#### **Memorandum #202 Purchases and Contracts Requiring Specific Board Authorization**

Revised: February 5, 2009

Date of Issue: June 4, 1969

Reissued 28A - March 27, 1984

28A - 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.

**ATTACHMENT D**  
**Financial Advisors for Bond Refinancing**

**COMMUNITY COLLEGE OF PHILADELPHIA**

<u>Selection Criteria</u>	<u>PFM Financial &amp; Investment Advisors</u>	<u>Phoenix Capital Partners</u>	<u>Fairmount Capital Advisors</u>
<b>Responsiveness to RFP Proposal</b>	Met required responses.	Met required responses.	Met required responses.
<b>Experience of the Firm providing financial advisory services to higher education institutions</b>	3 Community College References Lead FA for 6 PA Community Colleges.	No Community College Experience. Only Governmental and School Districts.	35 Higher Education transactions over \$2.0 billion in Par.
<b>Qualifications of individuals assigned</b>	3 Staff Assigned. More Bond Issues and par amount of Bonds than any other FA in market. Provides Training Seminars to Clients.	Only 1 person assigned to handle the entire transaction.	3 Staff Assigned.
<b>Satisfaction of previous clients</b>	Recommended by Community Colleges in PA.	No Community College Experience. Only Governmental and School Districts.	Recommended by other Higher education clients Loyola, Duquesne, Univ. of Delaware.
<b>Approach or methodology</b>	TBD	TBD	Most thorough analysis of the College's Debt Profile.
<b>Fees</b>	\$30,000 - \$35,000 plus OS Doc Fee Prep \$3,000 to \$5,000.	Fixed Price for this Transaction - \$15,000	\$27,500 for refunding via negotiated or private placement; \$40,000 for a competitively offered fixed rate sale.