



MEETING OF THE BOARD OF TRUSTEES
Thursday, February 1, 2018 – 3:00 p.m.
Isadore A. Shrager Boardroom – M2-1

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MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday, February 1, 2018– 3:00 p.m.

Isadore A. Shrager Boardroom, M2-1

- (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) Consent Agenda
 - (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of January 11, 2018
 - (b) Gifts and Grants
 - (c) Modernizing and Refurbishing the Bonnell Building Freight Elevator
 - (d) Verizon Contract
 - (e) Canteen Contract
 - (f) RFP 10008 – Sign Language Interpreting Services
 - (g) Increase in Fees for Quad Learning for the American Success Program
 - (h) One Year Contract with Alliant Insurance Services – Employee Benefits
Consultant and Insurance Broker
- (7) Report of the Chair
- (8) Foundation Report
- (9) Report of the President
- (10) New Business
- (11) Next Meeting: Thursday, April 5, 2018 – 3:00 p.m.
Isadore A. Shrager Boardroom, M2-1

Future Committee Meetings:

Business Affairs:	Wednesday, February 21, 2018 10:00 a.m. – Isadore A. Shrager Boardroom, M2-1
Student Outcomes:	Thursday, April 5, 2018 1:30 p.m. – M2-34
Audit Committee:	Wednesday, March 28, 2018 12:00 noon – Isadore A. Shrager Boardroom, M2-1

Upcoming Events

Community College National Legislative Summit	February 11-14, 2018 Marriott Marquis Hotel 901 Massachusetts Avenue, NW Washington, DC
Spring Recess – College Closed	March 5-11, 2018
Pennsylvania Commission for Community Colleges Annual Meeting and All-PA Academic Awards	April 9-10, 2018 Radisson Hotel Harrisburg-Camp Hill-PA
Lobby Day	Tuesday, April 10, 2018 Capitol Building – Harrisburg

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COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, January 11, 2018 – 3:00 p.m.

Present: Mr. White, presiding, Mr. Bergheiser, Ms. Fulmore-Townsend, Ms. Hernández Vélez, Mr. Herzog, Ms. Horstmann, Mr. Martz, Ms. McPherson, Dr. Rényi, Representative Roebuck, Mr. White, Dr. Generals, Ms. Brown-Sow, Ms. de Fries, Ms. DiGregorio, Mr. Eapen, Mr. Murphy, Ms. Hurst, and Dr. Waller

(1) Executive Session

The Executive Session was devoted to a discussion of labor negotiations.

(2) Meeting Called to Order

Mr. White called the meeting to order.

(3) Public Comment

Three members of the College faculty, Mr. John Braxton, Assistant Professor, Biology; Marissa Johnson Valenzuela, Assistant Professor, English; and Brian Goedde, Instructor, English, expressed their concerns regarding the collective bargaining contract proposals.

Mr. White thanked the presenters for their comments.

(4) Report of the Business Affairs Committee

In the absence of Ms. Biemiller, Chair of the Business Affairs Committee, Mr. Eapen provided a brief summary of two items on the Consent Agenda, namely the Food Service RFP and the Architect Selection for the Library and Learning Commons project.

(5) Report of the Student Outcomes Committee

Dr. Rényi reported that the Student Outcomes Committee had not met prior to the Board meeting.

Dr. Rényi provided an overview on the topic of Board policy related to student outcomes. She provided examples based on the Alamo Community College's sample policy of what might be included in such a policy.

Dr. Generals and Mr. White stated that conversations on developing a Board policy should begin in the Student Outcomes Committee, with a draft presented to the full Board for discussion at the February Board meeting. Mr. White stated that the Board needed a framework from the Committee to engage in the discussion of policy, and that we should look at the policies currently in place to support student success.

(6) Consent Agenda

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of November 2, 2017
- (b) Gifts and Grant
- (c) Academic Program Review: Nursing A.A.S. Degree
- (d) Food Service RFP
- (e) Architect Selection for the Library and Learning Commons

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

(7) Report of the Chair

Mr. White thanked Ms. Hernández Vélez for representing the Board at the opening session of Professional Development Week on Monday, January 8, 2018.

(7a) Community College National Legislative Summit
February 11-14, 2018, Washington, DC

Mr. White reported that the Community College National Legislative Summit is scheduled for February 11-14, 2018 in Washington, DC. He stated that the Summit is a great opportunity to advocate on behalf of community colleges at the national level. Mr. White stated that members of the Board interested in attending may contact the President's Office for meeting arrangements. Mr. White asked the Foundation Chair if she had members that might want to attend.

(7b) Association of Community College Trustees
National Survey

Mr. White stated that the Pennsylvania Commission for Community Colleges has requested that Trustees complete the ACCT National Trustees Survey. He stated that the information provided will reveal the national profile of trustees and perceptions of how they serve community colleges. Mr. White stated that the link to the ACCT National Trustees Survey will be emailed to the Board by Ms. Di Gregorio. Mr. White stated that we need to rethink our contribution to the Association to make sure it is meeting CCP's needs.

(8) Foundation Report

Mr. Murphy reported that the College has retained Ms. Sue Piergallini as campaign counsel. He stated that Ms. Piergallini, a former employee of the College, brings a wealth of fundraising experience and contacts having worked as a fundraiser at Children's Hospital of Philadelphia for 8 years.

Mr. Murphy stated that the Foundation Board had met earlier in the day and had discussed next steps for the campaign. He stated that the Foundation Board had been divided into the following three groups: creating opportunity/access; workforce development; and post associate degree opportunities. Mr. Murphy stated that the campaign counsel will create individual development plans with College leadership.

Mr. Murphy circulated and discussed a summary of 2017/2018 fundraising efforts. He stated that the College is ahead of last year in terms of gifts and restricted funds. Mr. Murphy noted that endowment giving is lower, but he was confident of meeting the overall goal.

Mr. Murphy reported that he and Dr. Waller had met with Mayor Kenney to ask him to chair the Foundation fundraising gala annually. He stated that Mayor Kenney agreed to chair the event. Mr. Murphy stated that the Mayor's Office is due to get back to him with a date for the event.

Mr. White urged members of the Board to support the gala.

(9) Report of the President

Dr. Generals reported that it has been a busy start to the year. The College was closed for two days due to inclement weather. The College extended late registration so that students could have the opportunity to register for the spring semester.

(9a) Professional Development Week

Dr. Generals reported that Professional Development Week took place January 8-12, 2018. He stated that the opening session was held on January 8. The theme of the week was the student experience. Dr. Generals stated that the week offered a variety of workshops and events focusing on the student experience, assessment, and diversity. Dr. Generals expressed his thanks to Ms. Hernández Vélez for delivering remarks on behalf of the Board at the opening session.

(9b) Budget Request

Dr. Generals reported that the College's 2018-19 Budget Request had been sent to Mayor Kenney. He stated that the College has requested a 10% increase in the City's allocation.

Dr. Generals stated that he and Ms. Brown-Sow are continuing to meet with members of City Council to advocate on behalf of the College.

(9c) Off-Campus Activities

Dr. Generals reported that he is scheduled to provide opening remarks and moderate a panel discussion on January 24, 2018 at the University of Pennsylvania's Martin Luther King *Symposium on Social Change: The Urgency of What Can Colleges and Universities Do About Education in Philadelphia*.

Dr. Generals reported that he will be participating as a panelist at the Philadelphia Youth Network Annual meeting on January 18, 2018.

(9d) Pennsylvania Commission for Community Colleges
Council of Presidents Meeting, January 8-9, 2018

Dr. Generals reported that due to the inclement weather, he had participated in the Council of Presidents meeting by conference call. He stated that one of the items discussed was the need for more involvement by trustees in lobbying efforts. Dr. Generals urged members of the Board to attend the Pennsylvania Commission for Community Colleges Annual Meeting scheduled on April 9, 2018 in Harrisburg.

(10) New Business

No new business was discussed.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, February 1, 2018 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 4:20 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, January 11, 2018 – 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. White, presiding, Mr. Bergheiser, Ms. Fulmore-Townsend, Ms. Hernández Vélez, Mr. Herzog, Ms. Horstmann, Mr. Martz, Ms. McPherson, Dr. Rényi, Representative Roebuck, Mr. White, Dr. Generals, Ms. Brown-Sow, Ms. de Fries, Ms. DiGregorio, Mr. Eapen, Mr. Murphy, Ms. Hurst, and Dr. Waller

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In the absence of Ms. Biemiller, Chair of the Business Affairs Committee, Mr. Eapen provided a brief summary of two items on the Consent Agenda, namely the Food Service RFP and the Architect Selection for the Library and Learning Commons project.

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Dr. Rényi provided an overview on the topic of Board policy related to student outcomes. She provided examples based on the Alamo Community College's sample policy of what might be included in such a policy.

Dr. Generals and Mr. White stated that conversations on developing a Board policy should begin in the Student Outcomes Committee, with a draft presented to the full Board for discussion at the February Board meeting. Mr. White stated that the Board needed a

framework from the Committee to engage in the discussion of policy, and that we should look at the policies currently in place to support student success.

(6) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions Meeting of November 2, 2017
- (b) Gifts and Grant
- (c) Academic Program Review: Nursing A.A.S. Degree
- (d) Food Service RFP
- (e) Architect Selection for the Library and Learning Commons

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(7a) Community College National Legislative Summit February 11-14, 2018, Washington, DC

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(7b) Association of Community College Trustees National Survey

The Pennsylvania Commission for Community Colleges has requested Trustees to complete the ACCT National Trustees Survey. The ACCT National Trustees Survey will be emailed to the Board by Ms. Di Gregorio. Mr. White stated that we need to rethink our contribution to the Association to make sure it is meeting CCP's needs.

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The College has retained Ms. Sue Piergallini as campaign counsel.

The Foundation Board met earlier in the day and had discussed next steps for the campaign.

A summary of 2017/2018 fundraising efforts was provided to the Board.

Mr. Murphy and Dr. Waller met with Mayor Kenney to ask him to chair the Foundation fundraising gala annually. The Mayor's Office is due to get back to the Advancement Office with a date for the event.

(9) Report of the President

Dr. Generals reported that it has been a busy start of the New Year. The College was closed for two days due to inclement weather. The College extended late registration so that students could have the opportunity to register for the spring semester.

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The College's Professional Development Week took place January 8-12, 2018. The opening session was held on January 8. The theme of the week was the student experience.

(9b) Budget Request

The College's 2018-19 Budget Request has been sent to Mayor Kenney.

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Dr. Generals is scheduled to provide opening remarks as well as moderate a panel discussion on January 24, 2018 at the University of Pennsylvania's Martin Luther King *Symposium on Social Change: The Urgency of What Can Colleges and Universities Do About Education in Philadelphia*.

Dr. Generals will be participating as a panelist at the Philadelphia Youth Network Annual meeting on January 18, 2018.

(9d) Pennsylvania Commission for Community Colleges
Council of Presidents Meeting, January 8-9, 2018

Due to the inclement weather, Dr. Generals participated in the Council of Presidents meeting by conference call. Among items discussed was the need for more involvement by Trustees in lobbying efforts.

(10) New Business

No new business was discussed.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, February 1, 2018 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 4:20 p.m.

Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts
February 2018 Meeting of the Board of Trustees

GRANTS

Summary by Grant Type:

	1/1/18-1/31/18	2018 FY Year-to-Date
Government/Public Grants		
Federal		\$1,929,256
State	\$85,577	\$85,577
Local		\$1,228,200
Private Grants		
Corporation		\$10,000
Foundation	\$25,000	\$1,438,771
Organization		\$10,000
Other Grants		
Grant Total	\$110,577	\$4,701,804

GIFTS

Summary by Gift Type:

Gifts to the Foundation (\$5,000+)	Amount	Purpose
The Phipps and Stock Charitable Fund	\$50,000	Other - Student Scholarships/Programs
William M. King Charitable Foundation	\$10,000	Student Scholarships
Lycia McRae Carmody Charitable Fund	\$5,000	Unrestricted
Gifts In-Kind (estimated value \$200+)		

**Community College of Philadelphia
Office of Institutional Advancement
Summary of Grants
February 2018 Meeting of the Board of Trustees**

State

Pennsylvania Commission on Crime and Delinquency has awarded a Byrne Justice Assistance Grant in the amount of \$87,577 for the Reentry Support Project (1/1/2018 – 12/31/2018). The project will continue to increase the scope of its programs, services, and resources to better serve adults with criminal records who are identified as high risk within in the Philadelphia Department of Prisons and on the College's campus.

Private

The Independence Foundation awarded \$25,000 for the 19130 Zip Code and Data Collection Project (12/11/2017 – 12/31/2018). This grant will provide continuing support for the project, enabling the College to provide health promotion and disease prevention services to vulnerable populations and maintain the data collection tool to collect and report on demographic and service data for six schools of nursing. The proposed activities will build on previous Independence Foundation-funded community based care projects and expand mental health assessments. In addition to serving vulnerable populations, the project will expand to provide support in leadership development to select students.

COMMUNITY COLLEGE OF PHILADELPHIA FOUNDATION
2017/2018 FUNDRAISING REPORT
 (gifts posted through 1/31/18)

Funds Raised by Gift Type - Summary

		Fiscal Yr. 2016 Jul 1 - Jan 31	Fiscal Yr. 2016 Total	Fiscal Yr. 2017 Jul 1 - Jan 31	Fiscal Yr. 2017 Total	Fiscal Yr. 2018 Jul 1 - Jan 31	Fiscal Yr. 2018 Annual Goal
Unrestricted	Dollars	\$ 134,787	\$ 201,319	\$ 144,148	\$ 227,451	\$ 116,229	\$ 300,000
Restricted	Dollars	\$ 248,804	\$ 428,738	\$ 395,954	\$ 884,269	\$ 529,616	\$ 650,000
Endowment	Dollars	\$ 197,122	\$ 340,113	\$ 98,749	\$ 156,388	\$ 447,477	\$ 2,000,000
Deferred	Dollars	\$ -	\$ -	\$ 10,000	\$ 260,000	\$ -	\$ -
Grants (Private)	Dollars	\$ 267,980	\$ 341,980	\$ 621,914	\$ 1,052,580	\$ 1,458,771	\$ 2,000,000
TOTAL	Dollars	\$ 848,694	\$ 1,312,150	\$ 1,270,766	\$ 2,580,688	\$ 2,552,094	\$ 4,950,000

Funds Raised by Gift Type - Detail

Unrestricted (Operating Revenue)		Fiscal Yr. 2016 Jul 1 - Jan 31	Fiscal Yr. 2016 Total	Fiscal Yr. 2017 Jul 1 - Jan 31	Fiscal Yr. 2017 Total	Fiscal Yr. 2018 Jul 1 - Jan 31	Fiscal Yr. 2018 Annual Goal
Annual Fund	Dollars	\$ 45,976	\$ 66,414	\$ 61,229	\$ 90,950	\$ 77,032	\$ 100,000
Other	Dollars	\$ 475	\$ 3,570	\$ 8,506	\$ 19,088	\$ 2,303	\$ -
*Annual Golf Classic	Dollars	\$ 30,670	\$ 73,670	\$ 40,588	\$ 83,588	\$ 36,895	\$ 100,000
Gala Event	Dollars	\$ 57,666	\$ 57,666	\$ 33,825	\$ 33,825	\$ -	\$ 100,000
TOTAL	Dollars	\$ 134,787	\$ 201,319	\$ 144,148	\$ 227,451	\$ 116,229	\$ 300,000

*Annual Golf Classic revenue includes event occurring in that fiscal year as well as event occurring in prior fiscal year when payments cross fiscal years.

Restricted (Operating Revenue)		Fiscal Yr. 2016 Jul 1 - Jan 31	Fiscal Yr. 2016 Total	Fiscal Yr. 2017 Jul 1 - Jan 31	Fiscal Yr. 2017 Total	Fiscal Yr. 2018 Jul 1 - Jan 31	Fiscal Yr. 2018 Annual Goal
50th Anniversary	Dollars	\$ 52,743	\$ 120,226	\$ 168,661	\$ 301,486	\$ 19,540	\$ 350,000
Scholarships (not 50th)	Dollars	\$ 182,520	\$ 262,648	\$ 176,772	\$ 403,522	\$ 114,275	\$ 235,000
Other	Dollars	\$ 12,957	\$ 44,694	\$ 49,937	\$ 178,091	\$ 395,256	\$ 50,000
Capital	Dollars	\$ 585	\$ 1,170	\$ 585	\$ 1,170	\$ 545	\$ 15,000
TOTAL	Dollars	\$ 248,804	\$ 428,738	\$ 395,954	\$ 884,269	\$ 529,616	\$ 650,000

Endowment Giving		Fiscal Yr. 2016 Jul 1 - Jan 31	Fiscal Yr. 2016 Total	Fiscal Yr. 2017 Jul 1 - Jan 31	Fiscal Yr. 2017 Total	Fiscal Yr. 2018 Jul 1 - Jan 31	Fiscal Yr. 2018 Annual Goal
50th Anniversary	Dollars	\$ 53,251	\$ 179,101	\$ 41,200	\$ 76,200	\$ 20,500	\$ 1,500,000
Other	Dollars	\$ 143,871	\$ 161,012	\$ 57,549	\$ 80,188	\$ 426,977	\$ 500,000
TOTAL	Dollars	\$ 197,122	\$ 340,113	\$ 98,749	\$ 156,388	\$ 447,477	\$ 2,000,000

Funds Raised by Constituency

		Fiscal Yr. 2016 Jul 1 - Jan 31	Fiscal Yr. 2016 Total	Fiscal Yr. 2017 Jul 1 - Jan 31	Fiscal Yr. 2017 Total	Fiscal Yr. 2018 Jul 1 - Jan 31
Students	Donors	334	593	298	459	265
	Dollars	\$ 26,058	\$ 39,439	\$ 33,015	\$ 295,647	\$ 29,526
Faculty and Staff	Donors	228	298	227	289	200
	Dollars	\$ 182,877	\$ 255,040	\$ 168,074	\$ 228,162	\$ 46,376
Board of Directors	Donors	8	14	8	16	8
	Dollars	\$ 16,860	\$ 27,510	\$ 19,756	\$ 28,367	\$ 22,373
Board of Trustees	Donors	9	12	9	16	9
	Dollars	\$ 3,358	\$ 5,200	\$ 5,808	\$ 9,800	\$ 7,292
Friends	Donors	115	171	53	167	106
	Dollars	\$ 40,585	\$ 71,684	\$ 35,746	\$ 54,937	\$ 418,846
Donor Advised Funds	Donors	4	8	5	9	5
	Dollars	\$ 6,618	\$ 123,618	\$ 40,518	\$ 90,518	\$ 66,100
Corporations	Donors	57	91	50	87	27
	Dollars	\$ 93,813	\$ 155,479	\$ 109,755	\$ 205,175	\$ 140,926
Foundations	Donors	19	29	20	32	20
	Dollars	\$ 214,945	\$ 339,392	\$ 439,803	\$ 1,044,994	\$ 1,802,294
Organizations	Donors	15	25	19	34	7
	Dollars	\$ 263,580	\$ 294,787	\$ 418,290	\$ 623,089	\$ 18,361
TOTAL	Donors	789	1,241	689	1,109	647
	Dollars	\$ 848,694	\$ 1,312,150	\$ 1,270,766	\$ 2,580,688	\$ 2,552,094

COMMUNITY COLLEGE OF PHILADELPHIA FOUNDATION
2017/2018 FUNDRAISING REPORT
(grants posted through 1/31/18)

Government Grants
(Funds Held by the College)

		Fiscal Yr. 2016	Fiscal Yr.	Fiscal Yr. 2017	Fiscal Yr.	Fiscal Yr. 2018
		Jul 1 - Jan 31	2016 Total	Jul 1 - Jan 31	2017 Total	Jul 1 - Jan 31
Capital	Donors	1	1	1	1	1
	Dollars	\$ 1,356,522	\$ 1,356,522	\$ 1,575,395	\$ 1,575,395	\$ 188,200
Student Support	Donors	4	6	6	7	4
	Dollars	\$ 2,375,063	\$ 2,890,371	\$ 2,349,256	\$ 3,349,256	\$ 1,705,326
Faculty Support	Donors	1	1	0	2	0
	Dollars	\$ 14,500	\$ 14,500	\$ -	\$ 27,251	\$ -
Community Support	Donors	2	2	2	2	2
	Dollars	\$ 304,763	\$ 304,763	\$ 1,264,458	\$ 1,264,458	\$ 1,349,507
TOTAL	Donors	6	8	8	9	6
	Dollars	\$ 4,050,848	\$ 4,566,156	\$ 5,189,109	\$ 6,216,360	\$ 3,243,033

In-Kind Donations
(Services/Items Held by the College)

		Fiscal Yr. 2016	Fiscal Yr.	Fiscal Yr. 2017	Fiscal Yr.	Fiscal Yr. 2018
		Jul 1 - Jan 31	2016 Total	Jul 1 - Jan 31	2017 Total	Jul 1 - Jan 31
TOTAL	Donors	2	12	5	27	7
	*Dollars	\$ 350	\$ 6,250	\$ 7,850	\$ 869,158	\$ 40,235

*approximate values

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Monday, January 22, 2018 – 10:00 A.M.**

Present: Ms. Suzanne Biemiller, presiding; Mr. Michael Soileau, Mr. Jeremiah J. White (*via* teleconference), Jr., Dr. Donald Generals, Mr. Jacob Eapen, Jessica Hurst, Esq., Ms. Lisa Hutcherson, Mr. Joseph Kolakowski, Mr. Gim Lim, Mr. James P. Spiewak, and Victoria Zellers, Esq. (*via* teleconference)

AGENDA – EXECUTIVE SESSION

AGENDA – PUBLIC SESSION

(1) Modernizing and Refurbishing the Bonnell Building Freight Elevator (Action Item):

Discussion: Mr. Eapen reported that the Bonnell Building freight elevator has been experiencing operational issues and staff recommend awarding a contract to Schindler Elevator to modernize and refurbish the Bonnell Building freight elevator (#4) within the scope of services outlined in the Schindler MOD Proposal 12-11-2017 for the amount of \$146,400.00. Schindler was previously awarded the College's elevator service contract under the E&I Cooperative Purchasing (Educational & Institutional) Agreement.

Action: Mr. White moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board the awarding of a contract to Schindler Elevator to modernize and refurbish the Bonnell Building freight elevator within the scope of services for the amount of \$146,400.00. The motion passed unanimously.

(2) Verizon Contract (Action Item):

Discussion: Mr. Eapen stated that RFP9995 for the College's Telecommunication Services was issued on 6/5/2017 and the award was given to Data Network Solutions (DNS). During the six months of our contracted services with DNS, the College experienced multiple telephone line service interruptions causing a loss of phone communications into and out of the College. Due to this breach of the DNS Agreement and failure to satisfactorily provide services under the agreement, General Counsel has authorized a termination of services which was delivered to DNS on 12/22/2017 with a termination date of 1/31/2018. An extension of the DNS contract through February 28, 2018, will allow the porting of four phone number blocks to Verizon.

Verizon submitted the next lowest bid on RFP 9995. Verizon bid *via* the COSTARS agreement which has been reviewed and approved by General Counsel. Staff have scheduled the porting of the College phone number blocks to occur prior to 2/28/2018, the adjusted exit date to ensure no interruption of service. The monthly cost for the Verizon PRIs, the fiber optic lines that carry the voice traffic, will be \$3,570 or \$42,840 annually. The Verizon contract will

be a 3 year agreement with two, 1-year optional extensions. In response to Committee member questions, Mr. Eapen noted that the Verizon rate is approximately \$1,000 more per month than DNS and no litigation is anticipated.

Action: Mr. White moved and Ms. Biemiller seconded the motion that the Committee recommend to the full Board that a contract be awarded to Verizon for Telecommunications Services for an annual cost of \$42,840.00 (\$3,570.00 monthly). The Verizon contract will be a 3 year agreement with two, 1-year optional extensions.

The motion passed 2-0 with Mr. Michael Soileau who recused himself from the discussion and vote of the Telecommunications service provider.

(3) Canteen Contract (Action Item):

Discussion: Mr. Spiewak noted that at the November 15, 2017 Business Affairs Committee meeting, the College issued an RFP for food services (which included cafeteria operations, catering and vending) on September 26, 2017. Sixteen firms were invited to participate in this effort; however, despite a comprehensive effort to solicit proposals from a broad range of firms, only two formal proposals were received: Canteen and Victoria's Kitchen & Catering. The Committee previously approved awarding a contract to Victoria's Kitchen & Catering for the College's Regional Centers' food service and catering operations effective March 12, 2018. Staff is now recommending that a five year contract be approved with Compass (Canteen's parent corporation) for the College's food service and catering operations at the Main Campus as well as vending services at all locations.

Mr. Spiewak stated that the terms of the agreement with Compass will require the College to pay an annual subsidy to Compass in the amount of \$100,000. In return for this subsidy amount, Compass will staff the operations at a pre-determined level and will operate on a pre-determined schedule. This subsidy will be offset by certain financial arrangements included as part of the agreement. The College will receive an annual signing bonus of \$12,500. The Vending Division of Compass will pay a guaranteed annual commission of \$40,000 to the College. Compass will pay an additional 15% commission on net vending sales in excess of \$350,000. The past two years' net vending sales have exceeded this amount resulting in approximately \$5,000 of additional commissions. For every \$50,000 increase in sales from cafeteria and catering operations from the established baseline of \$1.342 million, the subsidy amount will be reduced by \$10,000. Additionally, Compass will continue contributing \$5,000 to the Foundation to a scholarship fund for the College's Culinary Arts Program.

Committee members questioned staff concerning this arrangement and whether it was the best course of action. Mr. Spiewak provided historical context on food service operations over the past 10 years stating that the previous three vendors all withdrew from contracts noting their inability to have the operations financially successful and that the College has paid subsidies in the past for operations at the regional centers and for summer sessions. He noted, however, that this would be the first time the subsidy payments would be greater than the revenues. Dr. Generals explained the need to have food service available to all students and that other options have been explored. Mr. Spiewak stated that the contract has a 90-day notice clause that would allow the College to withdraw from the contract if desired, with the only financial impact being paying back the contractor for any unamortized investments.

Mr. White made an amendment to the Food Canteen Resolution that called for College staff to work with the operator to examine hours of service and engage students and other purchasers to find ways to increase demand for the food.

Action: Mr. White moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board that a five year contract be awarded to Compass (Canteen’s parent corporation) for the College’s food service and catering operations at the Main Campus as well as vending services at all locations. The motion passed unanimously.

(4) RFP 10008 – Sign Language Interpreting Services (Action Item):

Discussion: Mr. Eapen stated that an RFP was issued on November 10, 2017 for Sign Language Interpreting Services. This service is used by both our Center on Disabilities for servicing student classroom needs and other student-related meetings and our Human Resources Department for servicing faculty, staff and guests needs.

The RFP invited 6 firms with 2 firms providing responses, Deaf Hearing Communication Center (DHCC) and Deaf Hearing Interface, LLC. (DHI). There were 2 rates requested: Educational rate for typical assignments and Recorded rate for public and platform events where the College would videotape for the purposed of repeated viewing.

RFP 10008 Sign Language Interpreting Services

DUE DATE: December 4, 2017 at 12:00 PM

RATES	Bidder Name - DHCC (Deaf Hearing Communication Centre)	Bidder Name - DHI (Deaf Hearing Interface)
EDUCATIONAL RATE	\$68/hr.	\$66/hr.
RECORDED RATE	\$88/hr.	\$86/hr.

The evaluation team consisted of representatives from the Center on Disability, Human Resources and Purchasing. Evaluation criteria consisted of:

- Price
- Qualifications, experience and commitment of project team
- Method of accomplishing the scope of work

Mr. Eapen noted that although the rate for DHCC is \$2 more per hour, the evaluation team felt that this firm was more qualified to handle the number of hours the College requires. The combined approximate annual hours for this service is projected to be 3100 hours (300 hours for H/R and 2800 hours for Center on Disability). DHI’s total number of interpreting

hours for 2017 was only 10,000 hours which would mean that adding the College business would represent an increase of close to one third of their DHI's operating hours. DHCC is the incumbent provider and staff are very satisfied with the services.

Staff is recommending an award to Deaf Hearing Communication Center for the following reasons referred to in Attachment A. The term of the agreement will be 3 years' firm fixed rate with two (2) one (1) year renewal options where price will be determined with mutual agreement.

Action: Mr. Soileau moved and Mr. White seconded the motion that the Committee recommend to the full Board that a contract be awarded to Deaf Hearing Communication Center. The term of the agreement will be 3 years' firm fixed rate with two (2) one (1) year renewal options where price will be determined with mutual agreement. The motion passed unanimously.

(5) Increase in Fees for Quad Learning for the American Success Program (Action Item)

Discussion: Mr. Eapen reported that the College entered into an agreement with Quad Learning (QL) on December 1, 2015 to recruit international students. He noted that the program has been very successful and the number of students continues to grow. A total of 100 students are anticipated for the Fall 2018 semester. The average GPA for the students in the program is 3.4. Through the Spring 2018 semester, a total of \$670,000 in revenues has been received with the College's share being \$378,000. Mr Eapen stated that as part of the Agreement, American Success students pay \$750 per semester (Fall and Spring). QL requested an increase in fees. The College reviewed the fee request and is recommending \$250 for each summer term (Summer I and Summer II).

Mr. Eapen stated that Quad Learning students, who are called American Success students, will pay the program fees starting Summer I, 2018. All American Success students starting prior to Summer I, 2018 will be grandfathered into the existing fee structure. The staff recommends the increase in program fees in the amount of \$250 for each summer term (Summer I and Summer II) starting in Summer I of 2018.

Action: Mr. White moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board the approval to increase the program fees for Quad Learning students (who are called American Success students) in the amount of \$250 for each summer term (Summer I and Summer II) starting in Summer I of 2018. The motion passed unanimously.

(6) One Year Contract with Alliant Insurance Services - Employee Benefits Consultant and Insurance Broker (Action Item)

Discussion: Ms. Lisa Hutcherson, Associate Vice President, Human Resources, and Mr. Joseph Kolakowski, Director of Benefits attended the meeting on behalf of the College's Human Resources Department. Mr. Eapen explained that Alliant Insurance Services provides services as an employee benefit consultant and insurance broker. College staff request to enter into a one year agreement with Alliant for calendar year 2018. The Scope of Services includes

Strategic Benefit Consulting; Annual Renewal Report & Financial Analysis; Implementation & Administration Support; and Compliance.

Action: Mr. White moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board that the College enter into a one year Agreement with Alliant Insurance Services to provide services as an employee benefit consultant and insurance broker. The motion passed unanimously.

(7) Next Meeting:

The next regularly scheduled meeting of the Committee will be held on Wednesday, February 21, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

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ATTACHMENT A

Recommendation to Award the Contract to Deaf Hearing Communication Center

Recommendation to Award the Contract to Deaf Hearing Communication Center

- DHCC offers a regular/educational rate for requests made with at least one business day notice, while DHI requires two full business days. This is important for students who request appointments with faculty, tutors, advisors, etc. Often times, their requests cannot be made with two-business-days' notice.
- DHCC's selection of pre-certified interpreters involves a formal four-part screening process of all candidates to ensure professional, competent service. DHI did not indicate they have such a process beyond the Registry of Interpreters for the Deaf (RID) exam. Pre-Certified Interpreters have taken and passed the RID but have not completed the National Interpreter Certification (NIC) performance examination.
- DHCC has access to a larger pool of certified interpreters, and thus they have an outstanding success rate in matching interpreter skill sets with client communication needs.
- DHCC requires fully certified interpreters to participate in professional development to ensure their skill sets remain current in an evolving profession. DHI did not indicate in their RFP response or Interview that they offer professional development.
- DHCC is willing to provide training to faculty and staff on Deaf culture and communication with the Deaf community and engages in active community outreach as part of its mission.
- DHCC maintains a sophisticated database, and can pull the certifications and clearances of any interpreter upon request. DHI does not have a database for these records and indicated their process to provide clearance and certification data could take several days.
- DHCC has 5 full-time staff members devoted to organizing Interpreting assignments. DHI has only 2 staff members in the entire company.
- DHCC has an online customer portal where *ad hoc* reporting, Interpreter assignments and clearance/certification data is readily available to clients.