

MEETING OF THE BOARD OF TRUSTEES
Thursday, September 3, 2020 - 3:00 p.m.

Join Zoom Meeting
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**MEETING OF THE BOARD OF TRUSTEES
Thursday, September 3, 2020 – 3:00 p.m.
Zoom Meeting**

AGENDA

In addition to routine matters, the goals of this meeting are to:

- Take action on recommendations to improve Board procedures, communication, and understanding of current College status and challenges.
- Review and discuss the current strategic plan goals and pillars.
- Understand the importance of and the Board's role in terms of key initiatives, including Catto Scholarship and the Middle States Self-Study

- (1) Meeting Called to Order
- (2) Public Comment
- (3) Executive Committee Report
- (4) Report of the Nominating Committee for Board Officers (A)
- (5) President's Report
- (6) Report of the Business Affairs Committee
- (7) Report of the Student Outcomes Committee
- (8) Consent Agenda
 - (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 25, 2020

- (b) Gifts and Grants
- (c) Authorization to Purchase Mac Laptops from Apple Education
- (d) Award to Kronos Incorporated for the Time and Attendance System
- (e) Stop Loss Insurance
- (f) Life and Disability Insurance
- (g) Appointment of Tucker Law Group as Counsel for a Pennsylvania Human Relations Charge and Potentially Related Labor Arbitrations
- (h) Approval of New Age Development Group Change Order Two for the Library & Learning Commons Project

(9) Report of the Chair

(10) New Business

(11) Next Meeting: Thursday, October 8, 2020 – 3:00 p.m.

(12) Executive Session

Future Committee Meetings

Business Affairs: Wednesday, September 23, 2020
9:00 a.m.

Audit Committee: Thursday, September 24, 2020
11:00 a.m.

Student Outcomes: Thursday, October 8, 2020
1:00 p.m.

Upcoming Events

Association of Community College Trustees (ACCT) Virtual Leadership Congress October 5-8, 2020

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Community College of Philadelphia
Recommendations for the Board of Trustees

September 3, 2020

Recommendation 1: The administration will revise the orientation for new Board members, Committee chairs and Committee members to, in as succinct a manner as possible, ensure Board members have the necessary information to perform their roles effectively.

Recommendation 2: The Board will use the attached sheet for examining and tracking goals and pillars. The College administration will propose metrics, challenges and future issues for discussion by the Board during the 2020-2021 academic year.

Recommendation 3: Each Committee will create a work plan for the year including goals and metrics based on the College's strategic goals and pillar objectives that the Committee will track and report on to the full Board.

Recommendation 4: Each Committee will submit a one-page summary of work/actions to the full Board (with details in an appendix if necessary), including red flags/green flags/no flags, for Board attention.

Recommendation 5: The President will work with the Chair of the Student Outcomes Committee to draft a charge for a Workforce sub-committee. This sub-committee will be implemented by October 2020.

Recommendation 6: The Student Outcomes Committee will include a focus on dual enrollment as part of the work plan for 2020-2021.

Recommendation 7: The College administration will investigate ways to improve technology needed to support meetings of the Board of Trustees. Technology reports will be made periodically to the Business Affairs Committee and the Business Affairs Committee will advise the Board of any issues.

Recommendation 8: The College administration will create a secure portal for Board information.

Recommendation 9: There will be a Committee of the Whole meeting each quarter during the academic year.

Recommendation 10: There will be Board meetings every month except December, July and August. Executive Committee meetings will be scheduled on a regular basis and called as needed.

Recommendation 11: The College administration will provide a list of initiatives for Board members to champion.

Recommendation 12: Senior staff will be included in all meetings except executive sessions of the executive committee or any meeting that involves evaluation.

Recommendation 13: There will be regular meetings between the President and Board members.

Recommendation 14. The Board of Trustees will discuss ways to support the College's Marketing Plan as one of the topics for consideration for 2020-2021.

Responsibilities of Community College of Philadelphia Board Members

(Section 1905-A of the Public School Code of 1949 (Act 484))

- (1) To appoint and fix the salary of a president.
- (2) To hold, rent, lease, sell, purchase and improve land, buildings, furnishings, equipment, materials, books and supplies.
- (3) To enter into contracts for services with schools, colleges or universities, or with school districts or municipalities, to effectuate the purposes of this act.
- (4) To accept and receive gifts of real and personal property and Federal, State and local moneys and grants, and to expend the same.
- (5) To make policies providing for the admission and expulsion of students, the courses of instruction, the tuition and fees to be charged and for all matters related to the government and administration of the college.
- (6) To submit to the State Board of Education for its approval proposed amendments to the community college plan.
- (7) To enter into contracts for services to high schools of member districts to provide area career and technical education services. ((7) amended Oct. 30, 2019, P.L.460, No.76)
- (8) To exercise such other powers and perform such other duties as are necessary to carry into effect the purposes of this act.

Community College of Philadelphia

Meetings of the Board of Trustees 2019-2020 and
Proposed Meetings of the Board of Trustees and
Executive Committee

Quarter/Month	Board of Trustees 2019-2020	Board of Trustees	Executive Committee
First Quarter			
July			X
August			X
September (annual meeting)	X	X *	X
Second Quarter			
October	X	X	
November	X	X*	X
December			X
Third Quarter			
January		X	
February	X	X*	X
March		X	
Fourth Quarter			
April	X	X	
May	X	X*	
June	X	X	X

*Committee of the Whole quarterly meetings

Community College of Philadelphia
Committee of the Whole Schedule

Day 1

5:00 - 6:15 pm	Executive Committee Meeting (as necessary)
6:30 – 8:00 pm	Dinner (presentation or strategic discussion)
	Board members
	President
	Cabinet members
	Invitees

Day 2

10:30 – 11:45 am	Business Affairs Committee
12:00 – 1:00 pm	Workforce Sub-Committee (light lunch provided)
1:00 – 2:45 pm	Student Outcomes Committee
3:00 – 5:00 pm	Board of Trustees Meeting

This schedule assumes Face to Face is possible on campus for the meal portion.

Aspiration: Aspen Prize for Community College Excellence

Retention, completion & transfer

Improvement in performance over time

Equity, defined as performance outcomes for underrepresented minorities and low-income students.

CCP Strategic Plan Goals

Goal 1: Increase credit and non-credit enrollment by 20%.

Credit baseline = 25,570 Target = 30,684

Non-credit baseline = 3347 Target = 4016

Goal 2: Double the graduation rate.

Graduates baseline = 2082 Target = 4164

IPEDS baseline = 13% Target = 26%

Goal 3: Double the number of opportunities for students to enroll in career programs resulting in the attainment of marketable skills leading to placement in the local and regional economy.

Opportunities baseline = 68 Target = 136

Pillar	Accountability	Current Challenges	Plan Ahead
Student Experience	Surveys Starfish data	How do students impacted by COVID catch up?	What balance of online and F2F makes sense?
Workforce	Enrollment	How do we become the training partner of choice?	How do we pivot when companies increase online training
Community Relations	Employee surveys Partner surveys	How do we identify & promote strengths	What new partnerships should we pursue
World-class Facilities	Utilization	How can we market the CATC	Do we need less space if we are more remote?
Fiscal Stability/Sustainability	Balanced budget	Enrollment dependent budget	How do we keep education affordable
Equity	Race and gender gaps	Equitable outcomes on all measures	Position CCP for leadership on equity

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BOARD SELF-ASSESSMENT FORM

Please rate the Board in the following key functional areas.

1 = strongly disagree; 2 = somewhat disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

Please provide comments to improve the performance of the Board in specific functions of the job.

Board Organization	1	2	3	4	5
• Board meetings are conducted in such a manner that the purposes are achieved effectively and efficiently.					
• Board members are given adequate information on the issues they are requested to make decisions upon to make those decisions.					
• Board agendas are focused enough to use the Board's time efficiently.					
• Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.					
• The meeting agendas are relevant to the work of the Board.					
• Closed sessions are held only when needed.					

Policy Role	1	2	3	4	5
• The Board has spent sufficient time on planning and providing a vision for the College.					
• The Board understands that the primary function of the Board is to establish the policies by which the community college is to be administered.					
• The Board periodically reviews and evaluates its policies.					
• The Board focuses on policy in Board discussions, not administrative matters.					
• Policy recommendations contain adequate information and are presented so that sufficient time is allowed for study and discussion.					
• The Board, through the CEO, seeks advice and recommendations from faculty, staff, and students in developing educational policy.					

Community Relations	1	2	3	4	5
• The Board is knowledgeable about community and regional needs and expectations.					
• Board members maintain good relationships with community leaders.					
• The Board assists in developing educational partnerships with community agencies, businesses and local government, where appropriate.					

Policy Direction	1	2	3	4	5

• The Board is knowledgeable about the mission and purposes of the institution.					
• The Board has ensured that the mission and goals are sufficiently responsive to current and future community needs.					
• The Board is familiar with the general strategic and master plans of the institution.					

Board-CEO Relations	1	2	3	4	5
• The Board and CEO have a positive, cooperative relationship.					
• A climate of mutual trust and respect exists between the Board and CEO.					
• The Board encourages the professional growth of the CEO.					
• The Board is adequately informed about the important issues facing the College.					

Standards for College Operations	1	2	3	4	5
• The Board is knowledgeable about the College’s educational programs/services.					
• The Board understands the fiscal condition of the organization.					
• The Board understands the budget document.					
• The Board has policies that require adequate participation in decision-making within the institution.					
• The Board is sensitive to the concerns of students and employees while maintaining impartiality and support for the President.					

Board Leadership	1	2	3	4	5
• The Board understands and adheres to its roles and responsibilities.					
• Board members treat one another with respect.					
• Board members are prepared for Board meetings.					
• The Board accommodates the differences of opinion that arise during debates of issues.					
• Once a decision is made, Board members cease debate and uphold the decision of the Board.					
• There is a climate of mutual trust between Board members.					
• I am comfortable expressing my own opinions during Board meetings.					

Advocating for the College	1	2	3	4	5
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• Board agendas include sufficient legislative and state policy issues facing the College.					
• Board members are knowledgeable about the College’s history, mission, and values.					
• The Board recognizes positive accomplishments of the College.					
• The Board helps educate the local community about community college needs and issues.					
• The Board advocates college interests to state and national agencies and legislators.					
• The Board actively supports the College’s Foundation and fundraising efforts.					

Board Education	1	2	3	4	5
• New members receive an orientation to the Board and the institution.					
• Board members are engaged in a continuous process of training and development.					
• The Board is knowledgeable about major social and economic trends and issues that affect the institution.					
• Sufficient resources are allocated for Board members to attend conferences.					

What are the Board’s greatest strengths? _____

What are the major accomplishments of the Board in the past year? _____

What are areas in which the Board could improve? _____

What are the one or two most important change(s) you think we need to make to improve our Board meetings and/or other functions?_____

What three issues do you feel the Board should make its priorities for the coming year? _____

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, June 25, 2020 – 3:00 p.m.

Present: Mr. White, presiding: Mr. Bradley, Mr. Clancy, Mr. Dubow, Mr. Epps, Ms. Fulmore-Townsend, Ms. Hernández Vélez, Ms. Ireland, Ms. Jean-Baptiste, Ms. McPherson, Ms. Posoff, Representative Roebuck, Mr. Soileau, Mr. White, Dr. Generals, Mr. Eapen, Ms. DiGregorio, Ms. de Fries, Dr. Roberts, Dr. Gay, Ms. Sessoms, Ms. Zellers, Dr. Zanjani, Dr. Waller, Mr. Spiewak, and Mr. Sawyer

(1) Executive Session

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

(2) Meeting Called to Order

Mr. White called the meeting to order.

(3) Public Comment

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

Mr. Jamie Zigarelli, Assistant Professor, English, addressed issues related to the College's 2020-2021 budget.

Ms. Marissa Johnson Valenzuela, Assistant Professor, English, addressed issues related to the College's 2020-2021 budget and enrollment.

(4) Report of the Business Affairs Committee

Ms. Hernández Vélez reported that the Business Affairs Committee had met on June 24, 2020. She stated that items (c) through (g) on the Consent Agenda were reviewed and approved by the Business Affairs Committee. The Committee was recommending that they be fully approved by the Board. Ms. Hernández Vélez stated that Mr. Eapen would review the 2020-2021 Budget.

In response to a question regarding item (g) on the Consent Agenda, Approval of Temporary Tuition Discount for International Students Living Abroad, Ms. Hernández Vélez stated that several students are participating online because of COVID-19 and the inability to obtain VISAs to come to the United States for the 2020-2021 academic year. Therefore, the College would like to offer these students a tuition rate of \$357.75 per credit. This rate is \$39.75 per credit higher than the rate charged to in-state students and \$198.75 per credit higher than the rate charged to Philadelphia residents.

(4a) 2020-21 College Operating and Capital Budgets

At the request of Mr. Eapen, Mr. Spiewak reviewed the revenues and expenditures associated with both the College's Operating and Capital Budgets. Mr. Spiewak noted that the budget contains revenues of \$4.8 million for the Catto Scholarship. Mr. Spiewak stated that in order to balance the budget with reduced student revenues from projected lower enrollments, the projected \$2.8 million of excess revenues for the FY 2019-2020 and \$2.975 million of reserve funds will be utilized to balance the budget.

After discussion, Ms. Hernández Vélez moved, with Ms. Ireland seconding, that the Board approve the 2020-2021 College Budget. The motion carried with Mr. Epps opposing the motion.

(5) Report of the Student Outcomes Committee

Ms. Fulmore-Townsend stated that at the last meeting of the Board there was a discussion regarding the sharing of data with the Board about the spring

semester student experience in the transition to online instruction. She stated that the data was not yet available. Ms. Fulmore-Townsend stated that the Student Outcomes Committee was planning to meet during the summer to study the student online experience data. She stated that the Committee will also review information that was provided to the Board regarding employment pathways and employer connections to be responsive to changes in the economy and to make sure that students have workforce connections.

Ms. Fulmore-Townsend stated that in the Student Outcomes meeting, one of the staff members shared that the Board's approach to data gives some staff the impression that we were only concerned with accountability and not equity. She stated that the Student Outcomes Committee did discuss equity and how powerful it would be to have a statement from the Committee and the Board to commit to equity and accountability.

(6) Report of the Audit Committee

Mr. Eapen reported that the Audit Committee had met on June 10, 2020. He stated that Grant Thornton reviewed the procedures and framework for the 2019-2020 audit process as well as the timeline, scope, and areas of significant risks and focus.

Mr. White stated that the Committee was pleased with the presentation. He stated that we are looking at how other community colleges are operating and handling the challenges in this environment.

(7) Consent Agenda

Mr. White requested approval of the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 4, 2020
- (b) Gifts and Grants
- (c) 2020-21 Property and Casualty Insurance Renewal
- (d) New Age Development Group Change Order One-Library and
Learning Commons
- (e) Hobson's Starfish Student Degree Planning and Predictive

- Analytics Reporting-3-Year Renewal Agreement with Hobson’s Inc.
- (f) CSG-Global Consulting Telephone Upgrade
- (g) Approval of Temporary Tuition Discount for International Students Living Abroad

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

(8) Report of the Chair

(8a) Resolution of Appreciation

Mr. White read a Resolution of Appreciation (**Attachment A**) acknowledging the outstanding work of Jim Spiewak during his tenure at the College.

Members of the Board expressed their thanks and appreciation to Mr. Spiewak and wished him well on his future endeavors.

Mr. Spiewak thanked Mr. White and the Board of Trustees for their acknowledgement of his service. He stated that he had enjoyed a challenging and rewarding career at the College. He thanked President Generals, members of the President’s Cabinet, and all the colleagues that he worked with during his 35 years at the College. Mr. Spiewak stated that he will be devoting a great deal of his time to efforts to help substance abuse recovery. He stated that he has established a small scholarship at the College in honor of his son who passed away from a drug overdose.

At the request of Mr. White, Mr. Eapen stated that Mr. Derrick Sawyer will be the College’s Budget Director.

(8b) Scenario Planning

Mr. White thanked members of the Board for participating in the Scenario Planning Session held on June 10, 2020. He stated that a date for the work groups will be identified.

Mr. White stated that he was interested in looking at the Committee of the Whole as a potential way of structuring Board meetings. He stated that he and Dr. Gay have been discussing moving toward this structure in the fall.

At the request of Mr. White, Dr. Gay stated that she was appreciative of the opportunity to speak with members of the Board to get feedback on Board structure and communication. She stated that she was scheduled to meet with additional Board members.

(9) Foundation Report

Dr. Zanjani provided the following Foundation Update:

- Thanked the Board of Trustees and Foundation Board for their contributions to the Foundation;
- The Foundation Board has selected two new Foundation Board members. They are Shelton Mercer III, Co-Founder of AuDIGENT and Nedia S. Ralston, Southeast Regional Director, Office of Pennsylvania Governor Tom Wolf;
- The Foundation has raised \$3.5 million from federal and private donations against the goal of \$3.7 million; and
- The Black and Gold Gala sponsorships total \$129,165. Sponsors have kept their commitment to the event.

Mr. White stated that \$2,000 is needed to reach the goal of \$20,000 set for the Board of Trustees. He stated that the goal will be met by June 30, 2020.

Dr. Waller thanked everyone for contributing. She stated that the Foundation Board is at 100% participation.

(10) Report of the President

Dr. Generals congratulated Mr. Spiewak on his retirement and thanked him for his work and commitment to the College. He commended Mr. Spiewak for the cause to which he will be devoting his time and wished him the best in the future.

Dr. Generals thanked members of the Board for their vote on the College Budget. He stated that the budget had to be adjusted several times and that the result was a solid, balanced budget. Dr. Generals thanked the Board for their continued support.

(10a) Town Hall Meetings

Dr. Generals stated that the College is taking the lead in conversations on racism and Black Lives Matters and continuing the tradition of advocating. He stated that the College held the second in a series of town halls earlier in the day which focused on police reform. Dr. Generals stated that a Student Expression session is scheduled for July 1, 2020 at 11:00 a.m. where students can have a safe space to share their thoughts and feelings. To aid in this, College staff, including counselors, will be a part of this critical session. Dr. Generals stated that three additional town halls focusing on the media and its impact, Violence in the Black Trans Community, and Allyship are also planned.

Dr. Generals reported that he had participated in a number of radio and television interviews regarding the College's response to the pandemic and the College's scheduling for the fall semester.

(10b) Return to Campus

Dr. Generals reported that the College began returning a small number of employees to campus on June 22. He stated that schedules are staggered, PPE's are in place, temperature is taken of employees before entering the College, and appropriate social distancing guidelines have been implemented. Dr. Generals stated that students must make appointments to come to campus. Dr. Generals reported that he had requested the dean to prepare a plan for face to face classes by October 2020 primarily in areas that require hands on experience.

(10c) Catto Scholarship

At the request of Dr. Generals, Dr. Gay provided an update on the Catto Scholarship ((**Attachment B**)).

Dr. Generals stated that the number one factor that keeps students from attending college is the cost.

(11) New Business

Mr. White asked Mr. Dubow how the City was doing through the pandemic. Mr. Dubow stated that the final approval of the budget took place today. He stated that the City is monitoring a rise in the number of COVID-19 cases.

At the request of Mr. White, Mr. Clancy discussed the status of employment in the City. He stated that he had prepared a brief regarding the status of the unemployed in Philadelphia which Dr. Generals had shared with the Board. Mr. Clancy stated that out of 175,000 Philadelphians that are unemployed, 120,000 do not have a high school diploma. Mr. Clancy stated that Amazon is planning on opening three warehouses in Philadelphia, and that the Naval Shipyard will be recruiting 1,200 workers.

At the request of Mr. White, Ms. Sessoms provided an update on activities at the city, state, and federal levels.

(12) Next Meeting

Mr. White thanked members of the Board for participating in the meeting. He stated that the next meeting of the Board of Trustees is scheduled for Thursday, September 3, 2020 at 3:00 p.m. Mr. White stated that he planned to schedule meetings of the Executive Committee during July and August.

The meeting adjourned at 5:20 p.m.



Community College of Philadelphia Resolution of Appreciation Mr. James P. Spiewak

This is to certify that the following Resolution was adopted by the Board of Trustees of Community College of Philadelphia on June 25, 2020:

- WHEREAS, Mr. James P. Spiewak, the Associate Vice President for Budgets and Business Services of Community College of Philadelphia, has been employed at the College for the past 35 years;
- WHEREAS, Mr. Spiewak started at the College in 1985 as a staff accountant and within a year became a Budget Analyst, coordinating the preparation of College budgets;
- WHEREAS, Mr. Spiewak was promoted in 1988 and served as Director of Budgets and Financial Services because of his expertise and leadership skills, and then was promoted to Assistant Vice President, Budgets and Financial Services in 2010;
- WHEREAS, Mr. Spiewak held the title of Interim Vice President, Finance & Facilities for one year effective January 2014, providing leadership for all finance and business functions at a time when the College needed this critical role filled, supporting the President and Board of Trustees in strategic financial planning as well as making recommendations concerning fiscal policies and practices to improve operational efficiency and financial results;
- WHEREAS, Mr. Spiewak was promoted to Associate Vice President, Budgets & Business Services in 2016, having a broad range of responsibilities including serving as co-chair of the Business Affairs Standing Committee;
- WHEREAS, Mr. Spiewak was instrumental in the College's collective bargaining negotiations; was a past co-chair and chair of the Eastern Association of College and University Business Officers Community College Committee; was the President of the Pennsylvania Commission for Community Colleges' Business Officers Affinity Group; and advised the College on institutional expenses and how they related to the College's mission and strategic goals;
- WHEREAS, Mr. Spiewak is honored, esteemed, and respected among all of his colleagues for his exemplary performance and service;
- BE IT RESOLVED, that the Board of Trustees of Community College of Philadelphia expresses their respect, admiration and great appreciation for the extensive commitment of Mr. Spiewak during his tenure at Community College of Philadelphia. The Board of Trustees thanks Mr. Spiewak for his dedication to the College for the past 35 years and extends well wishes to him as he continues his pursuits in the next phase of his life.

Jeremiah J. White, Jr., Chair
Board of Trustees

Donald Generals, Ed.D.
President



ATTACHMENT B

Octavius Catto Scholarship

Who Will Benefit From the Scholarship?

Effective Spring 2021:

- First time, full time students
- Philadelphia resident (at least 1 year)
- Philadelphia high school diploma (or comparable credential)
- EFC \leq \$8,000

Over 5 years – 4,488 students

Student Benefits

- Last dollar scholarship
- Support navigating College processes
- Bridge program
- Intrusive coaching & advising
- Supports to match student needs, including books, transportation, child care

Support Personnel

- Director and Administrative staff
- Coaches
- Advisors
- Navigators
- Career specialists
- Single Stop specialists
- Tutors
- Research analyst

Student Requirements

- Apply to CCP (First time in College)
- Complete the FAFSA
- Score no more than one level below college-ready (Reading, Writing, Math)
- Register for 12-18 credits per semester
- Enroll in a degree/certificate program
- Agree to assessments

Maintaining Eligibility

- Complete 20 or more credits year 1
- Complete 42 or more credits year 2
- Achieve a 2.0 GPA (within each 2 semesters + 1 summer)
- Complete a degree or certificate in 3 years (funding for up to 3 years)
- One year stop out amnesty

Measuring Impact

- Enrollment
- Persistence
- Completion
- Equity

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, June 25, 2020 – 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. White, presiding: Mr. Bradley, Mr. Clancy, Mr. Dubow, Mr. Epps, Ms. Fulmore-Townsend, Ms. Hernández Vélez, Ms. Ireland, Ms. Jean-Baptiste, Ms. McPherson, Ms. Posoff, Representative Roebuck, Mr. Soileau, Mr. White, Dr. Generals, Mr. Eapen, Ms. DiGregorio, Ms. de Fries, Dr. Roberts, Dr. Gay, Ms. Sessoms, Ms. Zellers, Dr. Zanjani, Dr. Waller, Mr. Spiewak, and Mr. Sawyer

(1) Executive Session

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

(2) Meeting Called to Order

Mr. White called the meeting to order.

(3) Public Comment

Mr. Jamie Zigarelli, Assistant Professor, English, addressed issues related to the College's 2020-2021 budget.

Ms. Marissa Johnson Valenzuela, Assistant Professor, English, addressed issues related to the College's 2020-2021 budget and enrollment.

(4) Report of the Business Affairs Committee

Ms. Hernández Vélez reported that the Business Affairs Committee had met on June 24, 2020. She called attention to items (c) through (g) on the Consent Agenda that were reviewed and approved by the Business Affairs Committee.

(4a) 2020-21 College Operating and Capital Budgets

The Board approved the 2020-2021 College Budget with Mr. Epps opposing the motion.

(5) Report of the Student Outcomes Committee

Ms. Fulmore-Townsend stated that at the last meeting of the Board there was a discussion regarding the sharing of data with the Board about the spring semester student experience in the transition to online instruction. Ms. Fulmore-Townsend stated that the Student Outcomes Committee was planning to meet during the summer to study the student online experience data as well as employment pathways and employer connections to be responsive to changes in the economy and to make sure that students have workforce connections.

(6) Report of the Audit Committee

The Audit Committee met on June 10, 2020 and reviewed the procedures and framework for the 2019-2020 audit process as well as the timeline, scope, and areas of significant risks and focus.

(7) Consent Agenda

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 4, 2020
- (b) Gifts and Grants
- (c) 2020-21 Property and Casualty Insurance Renewal
- (d) New Age Development Group Change Order One-Library and
Learning Commons
- (e) Hobson's Starfish Student Degree Planning and Predictive
Analytics Reporting-3-Year Renewal Agreement with Hobson's Inc.
- (f) CSG-Global Consulting Telephone Upgrade
- (g) Approval of Temporary Tuition Discount for International Students
Living Abroad

(8) Report of the Chair

(8a) Resolution of Appreciation

The Board presented a Resolution of Appreciation acknowledging the outstanding work of Jim Spiewak during his tenure at the College.

(8b) Scenario Planning

Mr. White thanked members of the Board for participating in the Scenario Planning Session held on June 10, 2020. A date for the work groups meeting will be identified.

(9) Foundation Report

Dr. Zanjani provided the following Foundation update:

- Thanked the Board of Trustees and Foundation Board for their contributions to the Foundation;
- Informed the Board that Shelton Mercer III, Co-Founder of AuDIGENT and Nedia S. Ralston, Southeast Regional Director, Office of Pennsylvania Governor Tom Wolf, were appointed to the Foundation Board;
- The Foundation raised \$3.5 million from federal and private donations against the goal of \$3.7 million; and
- The Black and Gold Gala sponsorships total \$129,165.

(10) Report of the President

Dr. Generals congratulated Mr. Spiewak on his retirement and thanked him for his work and commitment to the College.

Dr. Generals thanked members of the Board for their vote on the College Budget.

(10a) Town Hall Meetings

Dr. Generals stated that the College held the second in a series of Town Halls earlier in the day which focused on police reform. Additional town halls focusing on the media and its impact, Violence in the Black Trans Community, and Allyship are also planned.

(10b) Return to Campus

Dr. Generals reported that the College began returning a small number of employees to campus on June 22. PPE's are in place, temperature is taken of employees before entering the College, and appropriate social distancing guidelines have been implemented.

(10c) Catto Scholarship

Dr. Gay provided an update on the Catto Scholarship.

(11) New Business

Mr. Dubow provided a brief report on how the City was doing through the pandemic.

Mr. Clancy provided an update of the status of employment in Philadelphia.

Ms. Sessoms provided an update on activities at the city, state, and federal levels.

(12) Next Meeting

Mr. White thanked members of the Board for participating in the meeting. He stated that the next meeting of the Board of Trustees is scheduled for Thursday, September 3, 2020 at 3:00 p.m. Mr. White stated that he planned to schedule meetings of the Executive Committee during July and August.

The meeting adjourned at 5:20 p.m.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Major Gifts
September 3, 2020 Meeting of the Board of Trustees**

GRANTS and MAJOR GIFTS

Summary by Source:

	FY2020		FY 2021
	6/17/20 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 8/24/20
Public Grants to College			
Federal	\$16,125,504	\$16,568,866	\$1,719,862
State	-	\$2,202,226	\$760,491
Local	-	-	-
Public Total	\$16,125,504	\$18,771,092	\$2,480,353
Private Grants/Gifts to Foundation			
Corporation	-	\$64,000	-
Foundation	\$225,000	\$2,508,971	\$43,061
Individual	\$29,175	\$278,000	\$10,000
Organization	-	\$25,000	-
Private Total	\$254,175	\$2,875,971	\$53,061
TOTAL	\$16,379,679	\$21,647,063	\$2,533,414

• Major Gifts are donations of \$10,000 and above and are the only private gifts reported in the table.

FEDERAL GRANTS

* National Science Foundation awarded \$23,073 to fund the Philadelphia Regional Noyce Scholarship, subcontracted through St. Joseph's University. The grant period is 6/1/2020 – 5/31/2021.

*U.S. Department of Education awarded \$8,051,216 through the CARES Act for Student Allocation of Higher Education Emergency Relief. The grant period is 4/21/2020 – 4/20/2021.

*U.S. Department of Education awarded \$8,051,215 through the CARES Act for Institution Portion of Higher Education Emergency Relief. The grant period is 5/5/2020 – 5/4/2021.

U.S. Department of Education awarded \$1,038,825 through the CARES Act for Minority Serving Institutions. The grant period is 7/7/2020 – 7/6/2021.

U.S. Department of Education awarded \$375,000 to fund years 3 and 4 of a five-year grant for Child Care Access Means Parents in School (CCAMPIS) from 10/1/2019 – 9/30/2021. CCAMPIS will enable the College to provide a minimum of 40 students per academic year with a maximum of \$833 per month in childcare stipends. Additionally, the grant will provide student-parents with assistance identifying an accredited childcare provider, as well as coordinating childcare arrangements throughout the academic year. Student-parents participating in the CCAMPIS program will also be offered student success workshops coordinated through the College's Women's Outreach and Advocacy Center (which serves both male and female students), as well as referrals to other support services on and off campus as needed.

U.S. Department of Education awarded \$306,037 to fund the College's TRIO Student Support Services (SSS) program from 9/1/2020 – 8/31/2021. The goal of the program is to serve 225 students annually (who meet eligibility criteria) by providing the support services necessary for persistence and completion of postsecondary education. The focus of SSS will be on increasing retention, good academic standing, graduation and/or facilitating transfer from an associate degree-granting institution to a four-year college or university, and maintaining an institutional climate supportive of the needs of participants.

STATE GRANTS

Pennsylvania Department of Human Services awarded \$760,491 to fund the College's Keystone Education Yields Success (KEYS) program from 7/1/2020 – 6/30/2021. The program provides 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

Independence Blue Cross Foundation awarded \$33,061 in support of the Nurses for Tomorrow Undergraduate Scholarship Program for the 2020-2021 academic year.

*Fiscal Year 2020

**ZOOM MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, July 30, 2020 – 9:00 A.M.
<https://ccp.zoom.us/j/94293087729>**

Present for Business Affairs Committee & Executive Committee: Lydia Hernández Vélez, Esq.
and Jeremiah J. White, Jr.

Present for the Business Affairs Committee: Mr. Rob Dubow, Mr. Steve Herzog, and Mr.
Michael Soileau

Present for the Executive Committee: Ms. Chekemma Fulmore-Townsend

Present for the Administration: Mr. Jacob Eapen, Mr. William Bromley, Ms. Marsia Henley, Dr.
Samuel Hirsch, Mr. Derrick Sawyer, and Victoria L. Zellers, Esq.

Guest: Ms. Sabrina Maynard, City of Philadelphia

AGENDA

Business Affairs Committee
PUBLIC SESSION

Ms. Hernández Vélez opened the meeting at 9:03 A.M. and asked Mr. Eapen to start
with the first agenda item.

(1) Authorization to Purchase Mac Laptops from Apple Education (Action Item):

Mr. Eapen stated that there are programs at the College which normally provide
students on-campus access to the computers necessary to complete the program's course
work: Art and Design; Music/Sound Recording and Music Technology; and Photography and
Digital Video Production. These computers have specific software installed on them and exceed
typical technical requirements in order to run these programs. Mr. Bromley stated that the
curriculum is built on a MacIntosh operating system.

Because of COVID-19, the Fall 2020 semester will take place nearly all online. As such,
students in the above programs will not be able to access the computers needed for their
courses. The College will require the Mac laptops for these courses and will also need software
to be installed on these laptops. Without the Mac laptops, students will not be able to complete
their scheduled courses, which may negatively impact their progress in completing their
degree.

Dr. Hirsch further explained that the Art and Design; Music/Sound Recording and Music
Technology; and Photography and Digital Video Production are designed to keep students
engaged in order for them to obtain their certification or degree and are important in a virtual
environment.

Mr. Eapen reviewed the breakdown of the purchases which is found in Attachment A.
Mr. Soileau asked for the number of laptops being purchased and for clarification on how the

laptops are protected. Mr. Eapen stated that 207 laptops are being purchased. Mr. Bromley stated that the College carries a 4-year Apple Care+ support warranty. Additionally, students sign a laptop loaner agreement upon picking up a laptop.

Mr. Eapen requested that the Business Affairs Committee recommend to the Executive Committee of the Board the purchase of Mac Laptops from Apple Education at a total amount of \$318,336. Mr. Eapen stated that this procurement will be paid from CARES Act institutional dollars.

Prior to the vote, Mr. Dubow asked the status in terms of spending the CARES Act dollars. Mr. Eapen stated that out of the \$8M received, the College spent roughly \$4.3M; and that the College is still reviewing other areas to spend the dollars until Spring 2021.

Action: Mr. Soileau moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board the purchase of Mac Laptops from Apple Education at a total amount of \$318,336. This procurement will be paid from CARES Act institutional dollars. The motion passed unanimously.

Executive Committee **PUBLIC SESSION**

(1) Authorization to Purchase Mac Laptops from Apple Education Based on the Business Affairs Committee Recommendation

Mr. White called to order the meeting of the Executive Committee of the Board of Trustees. Ms. Hernández Vélez moved and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board approve the purchase of Mac Laptops from Apple Education at a total amount of \$318,336. This procurement will be paid from CARES Act institutional dollars. The motion passed unanimously.

Mr. White ended the Executive Committee session. Both Committees returned into the Business Affairs Committee Public Session to discuss the status of enrollments.

Business Affairs Committee **PUBLIC SESSION**

(2) Enrollment Update (Information Item):

Dr. Hirsch compared enrollments for the same point in time as in 2019. The enrollment is down by approximately 25% in total credit hours and headcount. In terms of returning students, the enrollment is down by approximately 20% and for new students, the enrollment is down by approximately 50%.

Dr. Hirsch explained that full-time returning students is currently lagging. He stated that August is typically a busy month for student enrollment and the College is employing a number of strategies to increase the potential for new and continuing student to enroll for the fall. One of the fall terms that starts on October 6th is the 10-week term which is a good option for students who started the enrollment process late and need additional time to complete the financial aid process and other enrollment steps.

Mr. Dubow asked how much one percent on the loss of enrollment is equivalent to our projected budget revenue. Mr. Eapen responded that for late Summer, one percent is equivalent to \$44,200. For Fall, one percent is equivalent to \$318,000. Ms. Fulmore-Townsend requested a clear message regarding Summer I and Summer II budget assumptions. Ms. Zellers stated that the College tracks enrollments from this point in time as compared to last year. In essence, Summer II enrollments are up from the amount expected in the budget, but the Fall enrollments are down. Mr. Eapen stated that roughly \$3.8M is the loss of enrollment revenue at this time.

Ms. Fulmore-Townsend expressed that College staff should plan on updating the Board of Trustees on the status of enrollments and on the budget. Mr. Eapen stated that a Business Affairs Committee meeting is scheduled for August 19th and an update will be given on the projected revenues and expenses. Dr. Hirsch further added that the Fall semester begins on Tuesday, September 8th and a Board of Trustees meeting is scheduled on September 3rd where an enrollment report will be shared with the Trustee members of the Student Outcomes Committee.

Mr. White asked how are our students are impacted with the School District of Philadelphia staying virtual until November 18th. Dr. Hirsch stated that this timeframe would allow our students, even those in dual enrollment, to make appropriate decisions on their personal planning and enrollment.

Mr. Soileau expressed his concerns looking from a worst-case scenario, and stated that a Marketing Plan for enrollment should be prepared by Ms. Rooney so that Mr. Eapen can act accordingly with the budget. He stated that Ms. Rooney should send the Marketing Plan to the Business Affairs and Executive Committees.

Mr. White expressed his concerns regarding the enrollments and stated that we need to plan on different scenarios to make rational judgments. He stated that the College ended last term with students online, and that students need extra support. He asked staff to further examine what we are doing to make enrollment successful and to find out which students are struggling.

New Item:

Ms. Zellers stated before the close of the meeting that the College obtained its zoning permit for the parking lot located at 4701 Chestnut Street and that staff can start planning on demolition and groundbreaking.

Ms. Hernández Vélez moved to motion to close the meeting. Mr. Soileau moved and Mr. Dubow seconded the motion. The motion passed unanimously.

The meeting adjourned at 9:27 a.m.

ATTACHMENT A

Mac Laptops

Description	Quantity	Unit Price	Total
13-Inch MacBook Pro 2.0GHz	17	\$1,699	\$28,883
13-Inch MacBook Pro 1.4GHz	48	\$1,399	\$67,152
13.3 MacBook Pro with Retina	57	\$1,399	\$79,743
4-Year Apple Care+ for Schools	17	\$299	\$5,083
4-Year Apple Care+ for Schools	48	\$299	\$14,352
4-Year Apple Care+ for Schools	57	\$299	\$17,043
13-MacBook Air Space Gr	85	\$999	\$84,915
4-Year Apple Care+ for Schools	85	\$249	\$21,165
Grand Total			\$318,336

**ZOOM MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, August 19, 2020 – 9:00 A.M.**

Present: Lydia Hernández Vélez, Esq. (Chair), Mr. Rob Dubow, Mr. Steve Herzog, Mr. Harold Epps, Mr. Michael Soileau, Mr. Jeremiah J. White, Jr., Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Carol de Fries, Mr. Michael Fohner, Dr. Judith Gay, Ms. Marsia Henley, Dr. Samuel Hirsch, Ms. Lisa Hutcherson, Mr. Gim Lim, Ms. Sharon Rooney, Mr. Derrick Sawyer, Dr. Mellissia Zanjani, Victoria L. Zellers, Esq., and Guests: Ms. Sabrina Maynard, City of Philadelphia, Mr. Andre Allen, Principal, Phoenix Capital Partners, LLP, Mr. Noel Eisenstat, NMTC Consultant for CATC, and Miska L. Shaw, Esq., Bond Counsel, Ahmad Zaffarese, LLC.

Ms. Hernández Vélez called the meeting to order at 9:03 A.M. and asked Mr. Eapen to begin with the first agenda item.

AGENDA – PUBLIC SESSION

(1) New Market Tax Credit (Information Item):

Mr. Eapen stated that the College has been exploring New Market Tax Credit (NMTC) for the Career & Advanced Technology Center (CATC). He mentioned that Mr. Noel Eisenstat, NMTC Consultant, Mr. Andre Allen, Financial Advisor, and Ms. Miska Shaw, Bond Counsel will brief the Trustees. Mr. Eapen stated that Mr. Eisenstat will talk about the structure of a NMTC transaction, the financial benefits of using the NMTC and the next steps. Mr. Allen will discuss the financial options and Ms. Shaw, along with Ms. Zellers, will comment on any legal actions that the Committee may have.

Mr. Noel Eisenstat, NMTC Consultant for CATC briefed the Committee on the background of the NMTC and stated that the NMTC is a project which helps properties that are qualified in highly distressed areas which will include 4725 Chestnut Street. He then discussed the parties involved with a NMTC transaction. He referred the Committee to Attachment A and explained that the College will be the sponsor, acts as the Leverage Lender and will have control of the QALICB (Qualified Active Low-Income Community Business). The tax credit investor will either be J.P. Morgan Chase or U.S. Bank. The tax credit investor will receive approximately \$8.6M in tax benefits for 7 years and on the first day of closing will contribute approximately \$6.8M (79%) which will then go into an investment fund. The investment fund will invest the tax credit equity along with the proceeds of a leverage loan in two or three community development entities which will use such proceeds to provide a 7-year NMTC loan to a new project owner entity which will be a joint venture that is 80% owned by the College and 20% by a new 501(c)(3) with trustees appointed by the College. At the end of the 7 years, the project will 'unwind' and revert back to the College. At that point, the portion of the NMTC loan being funded by the investor net equity (\$6.8M less the allocation fees) will be 'forgiven.'

Mr. Eisenstat asked if anyone had any questions about the chart. Ms. de Fries asked if the 79 cents was an estimate. Mr. Eisenstat stated that Chase provided the estimate and should be providing term sheets by the end of the month.

Mr. Eisenstat explained the next steps towards closing and related issues. He stated that each of the CDEs and Investors is completing its internal and advisory board approvals. While each CDE has a slightly different process, term sheets from each CDE and the Investor are anticipated before the end of August. It is anticipated that it should take about 60 days to close with the parties once term sheets are executed by the parties. Closing should occur by late October or early November. The CDEs and Investor need to close the transaction before the end of the year. The College will have to ensure it has all building permits and licenses in place before closing. The funding of the loan and any other funding by the College should be coordinated with the College's financial advisor and Bond Counsel.

Mr. Eapen requested that Mr. Eisenstat provide the Committee with his NMTC experience in the City. Mr. Eisenstat stated the NMTC has existed for 15 years, and that he has been working in this field for 10 years. He mentioned his experience in the City with places such as Drexel University, Children's Hospital, New Home for Horizon House, PATH (behavior health provider covering Northeast Philadelphia), 4601 Market Street, and New Courtland. Ms. de Fries added the Ronald McDonald House in West Philadelphia.

Mr. Herzog asked what were the risks associated with this type of lending. Mr. Eisenstat stated that the risks are much less since in this type of lending, the loan should be forgiven in 7 years. Mr. Dubow asked if the funds are to be spent in 24 months, does the overall construction need to be paid for in 24 months. Mr. Eisenstat stated that the first \$22M coming out of the NMTC was originally scheduled with the completion of the building in August 2021; however, due to demolition issues and the pandemic this may not occur. Mr. Eapen stated that the completion should occur in Spring 2022. Mr. Dubow asked about staff running the project since it is 80% owned by the College, and 20% owned by Newco. Mr. Eisenstat stated that there will be an operating agreement that vest most of the authority with the College. Dr. Generals asked what types of seamless business will the Newco board be handling. Mr. Eisenstat stated that the seamless activities that will occur will be *via* a tax return, unaudited financial statements that rollup to the College's financial statements and a footnote inserted in order to receive the funds.

Mr. Andre Allen, Principal, Phoenix Capital Partners, LLP referred the Committee to Attachment B and reviewed the three financing options. He stated that Option A is the Traditional Tax-Exempt financing which was done similar in 2019 to finance the completion of this project that would result in the issuance of \$16.4M. The following sources will cover the cost of the project: the 2020 Tax-Exempt Proceeds which will yield \$19,860,350; the 2019 Tax-Exempt Proceeds which will yield \$10,000,000 and the RACP which will yield \$4,250,000. The total debt service will equal \$24.7M and the yield on the 2020 bonds will equal 1.7%. Mr. Dubow asked Mr. Allen if he was assuming level debt. Mr. Allen stated just for the tax-exempt option. The level debt that was issued in 2019 assumes the traditional debt service for 20 years. For NMTC structure, he recommends a sinking fund be setup for the first seven years to level out the back loaded debt service. Mr. Allen stated that Option B is the NMTC taxable structure. Part of the financing associated with the NMTC is no debt amortization and no

principal amortization for 7 years. This option assumes zero amortization for 7 years; the principal starts to amortize in year 8. The NMTC equity is \$5.8M which represents the net of the \$16.8M minus the CDE fees. The Total Debt Service is close to \$21M for a total debt service of \$3.7M. Mr. Allen stated that Option C is a NMTC hybrid structure. In this option over \$2M in tax-exempt bonds was issued to help reduce the debt service cost. The total debt service benefit is \$4.2M. He pointed out that Options B & C will change on market conditions, CDEs and the 79 cents assumption year.

Miska L. Shaw, Esq., Bond Counsel, Ahmad Zaffarese, LLC stated that the 2019 bonds were issued through the State Public School Building Authority. She explained that the 2019-A bond is the tax-exempt portion and the other part which will be owned by the 'new entity' will be the taxable portion. She stated that it was important to keep these two portions separate to get the benefit of the tax exemption as well as the NMTC. She mentioned that various agencies expressed interest to issue the bonds.

Mr. White suggested that the NMTC should be discussed at the Audit Committee meeting scheduled in September considering Mr. Simonetta's experience with PIDC.

AGENDA - EXECUTIVE SESSION

An Executive Session took place following Agenda Item 1 to discuss personnel and legal matters.

AGENDA – PUBLIC SESSION

The Business Affairs Committee returned into Public Session at 9:38 A.M.

(2) Award to Kronos, Incorporated for the Time and Attendance System (Action Item):

Discussion: Mr. Eapen explained that as part of the contract negotiations, the College and Federation agreed to the implementation of an electronic time and attendance system. The selected time and attendance system would replace a system dependent on paper forms and manual entries currently used to track and report an employee's hours worked, absences, paid time off accruals and leave time. Additionally, the selected time and attendance system would allow employees to clock in and out electronically via time clocks, internet-connected computers, mobile apps; and provide functionality for supervisors to approve time off requests and manage employee work schedules electronically.

Mr. Eapen stated that the College initiated an RFP for a Workforce Management Timekeeping System on January 28, 2020 and invited eight companies to participate: TimeClock Plus, Kronos, Incorporated, Andrews Technology/Novatime, Ceridian/Dayforce, Namely, ADP Workforce, Clockwork Enterprise USA, and JetPay. We received responses from TimeClocks Plus, Kronos Incorporated, Andrews Technology/Novatime, and Ceridian/Dayforce.

Each system was evaluated based on the following criteria:

- Pricing Structure
- Implementation Plan and Timeline
- Experience of Project Team
- Past Performance of Team on Similar Projects
- Method of Accomplishing the Work/Proposed Organization of Work/Unique Capabilities
- Commitment to Diversity & Inclusion
- Functionality

Mr. Eapen stated that after an initial round of presentations and demonstrations from the four responsive vendors, Kronos and Andrews Technologies were selected as finalists. Both vendors were asked to submit responses to additional questions concerning their pricing structure and functionality specific to the unique needs of the College. Ultimately, Kronos demonstrated the ability to provide the best pricing structure, experience with other higher education institutions of similar size and complexity, ease of use, and the functionality needed to implement a comprehensive solution to the College’s timekeeping needs. Additionally, Kronos Incorporated has partnered with WorldGate LLC, a MWBE firm with offices in Philadelphia, for project implementation services.

Price Comparison:

	Kronos, Incorporated	Andrews Technology
Timekeeping System Yr. 1 Includes one-time implementation fees	\$82,970	\$88,730
Years 2 – 5 fixed fee Kronos \$50,370/yr. Andrews Tech \$51,650/yr.	\$201,480	\$206,600
5 Yr. totals	\$284,450	\$295,330

Mr. Soileau asked if any user testing was done with Kronos. Mr. Eapen stated that a demo was done with College staff, and that staff felt comfortable with Kronos’ ability in fulfilling the College’s time and attendance needs. Mr. Soileau asked if anyone on the team explored the complexity of the Kronos’ system. Mr. Eapen mentioned that Mr. Sawyer was part of the implementation team at Temple. Mr. Sawyer mentioned that Mr. Roger Miller in the College’s Human Resources Office was also familiar with the Kronos system.

Action: Mr. Herzog moved and Mr. Epps seconded the motion that the Committee recommend to the full Board that the College enter into a 5-year contract with Kronos, Incorporated in the amount of \$284,450. The motion passed unanimously.

(3) Stop Loss Insurance (Action Item):

Discussion: Mr. Eapen stated that Trion, the College's benefits consultant, completed an RFP process for stop loss coverage for prescription and medical plans. As a self-insured employer for medical and prescription benefits, stop loss insurance coverage provides reimbursement for catastrophic claims exceeding predetermined levels. The RFP requested quotes based on a specific stop loss deductible of \$250,000 and \$1,000,000 aggregate stop loss maximum for active employee and retiree populations.

The incumbent carrier for stop loss coverage is Sun Life. The following vendors were included in the RFP process:

- HMIG
- Optum
- QBE
- Reliance Standard
- Sun Life
- SwissRe
- Symetra
- Toko Marine HCC
- Unum Voya

Given the current market trend, more stop loss companies are declining to quote and more companies are including the "lasering" of claims to address known risk of high cost patients. Most of the carriers who responded to the RFP declined to quote because they were unable to provide a competitive offer. Only HMIG, QBE and Sun Life submitted offers. HMIG and QBE provided competitive rates, but included "lasering" of our high cost claimants (the College had three high cost claimants during the 2019/2020 plan year), which further increased the cost.

Mr. Eapen stated that staff is requesting to renew the stop loss with Sun Life for a one-year term in amount of \$1,543,301 which represents a 13.2% increase or \$179,951.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to renew the College's stop loss with Sun Life for a one-year term in the amount of \$1,543,301. The motion passed unanimously.

(4) Life and Disability Insurance (Action Item):

Discussion: Mr. Eapen stated that Trion, the College's benefits consultant, completed a full marketing for Life & Disability coverage. All quoting carriers were asked to match the current life and disability contract with the incumbent – Sun Life. Below are the vendors and the results of the quotes received:

Carrier	Result
Cigna	Quote Received – Not Competitive
Guardian	Quote Received – Competitive, but did not match current contract exactly
The Hartford	Quote Received – Not Competitive
Prudential	Quoted Received – Competitive, but did not match current contract exactly
Reliance Standard	Declined to quote
Sun Life (Incumbent)	Best and Final Renewal Received
Unum	Quote Received – Competitive, but did not match current contract exactly

While Prudential, UNUM & The Guardian provided competitive quotes compared, they could not match the current coverages for LTD, Life and AD&D.

Mr. Eapen reported that Trion was able to renegotiate with Sun Life on the original cost of \$934,181. The new cost is \$771,422 which represents the same rate as last year. Ms. Hernández Vélez commented that the negotiated cost was a significant decrease and asked what were the items that led to the decrease. Ms. Hutcherson explained that the other competitors were not able to match the current coverages and the ongoing relationship that the College has with Sun Life were the factors that led to the flat decrease.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to renew the Life and Disability Insurance contract with Sun Life for one year with an annual premium of \$771,422. The motion passed unanimously.

(5) Actuarial Analysis for Other Post-Employment Benefits (OPEB) (Information Item):

Mr. Eapen explained that GASB 75 requires a full actuarial valuation of our Other Post-Employment Benefits (OPEB) once every 24 months. Attached is the latest actuarial report prepared by SageView Consulting which includes changes in retiree benefits agreed upon with the three bargaining units on April 3, 2019 and as revised for the non-bargaining unit employees by Board resolution. (Please refer to Attachment C.) The outcome of the agreements and other changes in our employee demographics resulted in a decrease of our OPEB liability from \$175.5 million to \$139.5 million, a decrease of \$36.0 million.

(6) Appointment of the Tucker Law Group as Counsel for a Pennsylvania Human Relations Charge and Potentially Related Labor Arbitrations (Action Item):

Discussion: Mr. Eapen stated that the College has insurance through United Educators (UE) for employment practices liability with a deductible of \$75,000 for the charge and any subsequent litigation. UE has approved appointing the Tucker Law Group as counsel at UE approved rates for the firm. The Tucker Law Group is a Minority and Women Owned Law Firm.

There is also one other pending labor arbitration and a potential additional labor arbitration related to the same personnel.

Because all three matters are related and have the potential to exceed \$100,000 in professional services, College staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees approval to appoint the Tucker Law Group as counsel for the three legal matters.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees approval to appoint the Tucker Law Group as counsel for three legal matters. The motion passed unanimously.

(7) Grant Thornton -- Reserves Planning Project Description (Information Item):

Mr. Eapen reported to the Committee that Grant Thornton submitted a proposal which consists of a project description detailing proposed scope and activities to assist the College with reserves planning advisory services. The services would be billed on a fixed price basis totaling \$81,900. Mr. Soileau expressed his reservations on spending this sum of money on consulting. Mr. White agreed to discuss the reserves planning advisory services at the next Audit Committee meeting scheduled in September.

(8) Approval of New Age Development Group Change Order Two for the Library & Learning Commons Project (Action Item):

Discussion: Mr. Eapen stated that this is the second change order request on this project. The first change order in the amount of \$124,949 was approved by the Board of Trustees on June 24, 2020. This change order request is in the amount of \$133,417. The combination of these two change orders amounts as a percentage, when compared to the award amount for New Age Development Group's general construction contract amount of \$7,693,491, is 3.4%. Please refer to Attachment D.

This change consists of fifteen (15) line item changes that occurred on the project due to customer request, unforeseen conditions, and/or omissions from the design. The change order includes demolition work and lead based paint removal from the existing steel in the project. This steel was buried in the drywall and plaster walls, and not a known condition until the steel was exposed during demolition.

Action: Mr. Herzog moved and Mr. Epps seconded the motion that the Committee recommend to the full Board the approval of the New Age Development Group Change Order Two for the Library & Learning Commons Project in the amount of \$133,417. The motion passed unanimously.

(9) Next Meeting Date:

Ms. Hernández Vélez reminded the Committee that the next meeting date is scheduled for Wednesday, September 23rd at 9:00 A.M.

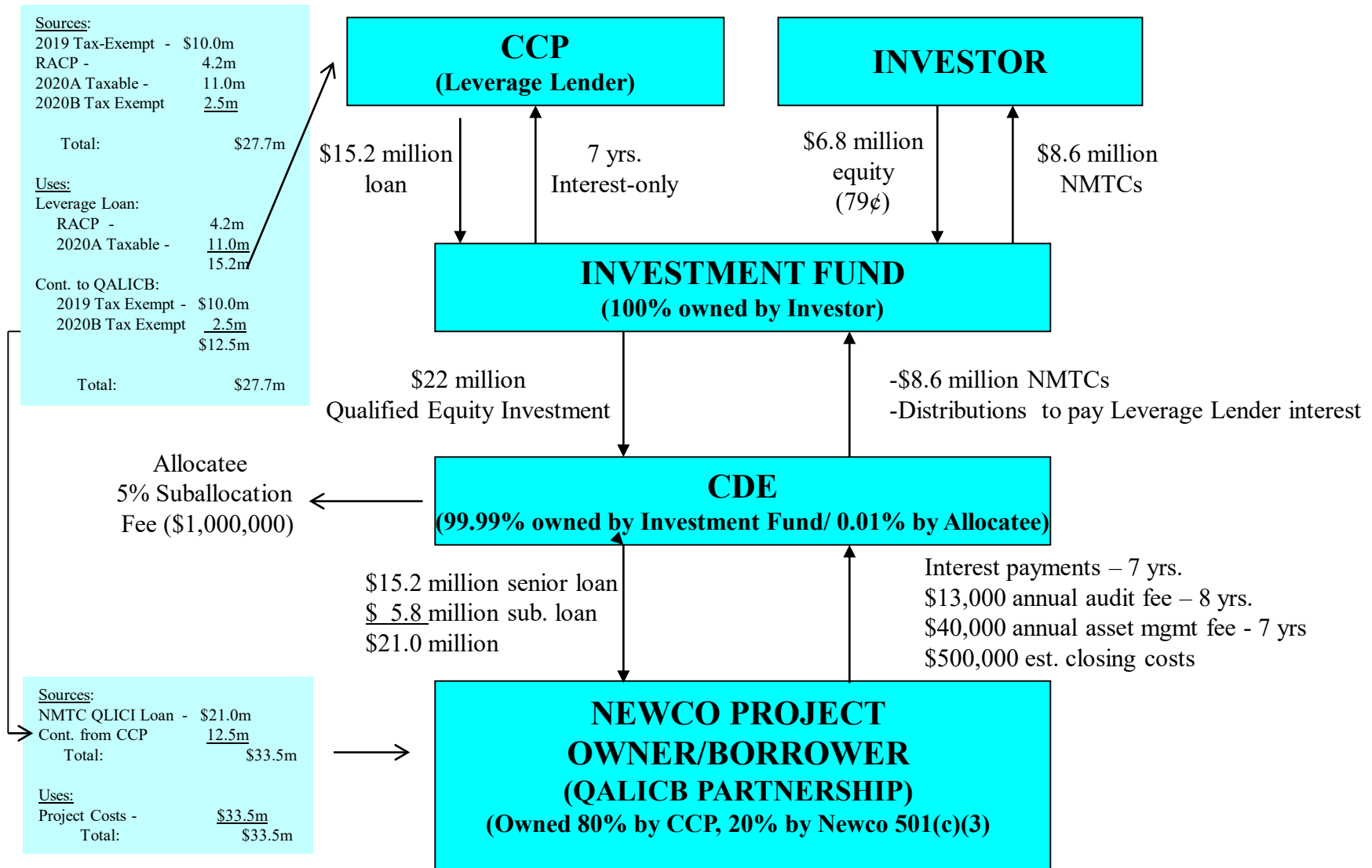
The meeting adjourned at 10:17 A.M.

JE/lm

ATTACHMENT A

NMTC Structure Example - \$22 Million NMTC Allocation

NMTC STRUCTURE EXAMPLE - \$22 MILLION NMTC ALLOCATION



Note: All amounts in this chart, including allocation amount, purchase price, fees and loan amounts are hypothetical and are for illustrative purposes only.

ATTACHMENT B

Community College of Philadelphia CATC Financing Options

Community College of Philadelphia
West Regional Campus
FINANCING OPTIONS
August 19, 2020

	OPTION A Traditional Tax-Exempt	OPTION B NMTC Taxable	OPTION C NMTC Hybrid
SOURCES OF FUNDS			
2020 Taxable Proceeds	\$ -	\$ 14,550,000	\$ 9,400,000
2020 Tax-Exempt Proceeds	\$ 19,860,350		5,144,517
2019 Tax-Exempt Proceeds	10,000,000	10,000,000	10,000,000
RACP	4,250,000	4,250,000	4,250,000
NMTC Equity	-	5,793,200	5,793,200
Total Sources	\$ 34,110,350	\$ 34,593,200	\$ 34,587,717
USES OF FUNDS			
Project Costs	\$ 33,500,000	\$ 33,500,000	\$ 33,500,000
Bond Insurance	123,568	104,999	99,806
Costs of Issuance	486,782	988,201	987,910
Total Uses	\$ 34,110,350	\$ 34,593,200	\$ 34,587,717
Average Annual Debt Service	\$ 1,259,473	\$ 1,070,201	\$ 1,017,279
Total Debt Service	\$ 24,713,653	\$ 20,999,712	\$ 19,961,278
Final Maturity	6/15/2040	6/15/2040	6/15/2040
Yield on the 2020 Bonds	1.717%	3.204%	2.848%
DEBT SERVICE BENEFIT		\$ (3,713,941)	\$ (4,752,375)

ATTACHMENT C

SageView Consulting Report Other Post-Employment Benefits

Community College of Philadelphia

**Community College of Philadelphia
Retiree Medical Plan**

**GASB 75 Actuarial Valuation Report for the
Fiscal Year Beginning July 1, 2019
and Ending June 30, 2020**

June 2020



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ACTUARIAL CERTIFICATION

We are pleased to present this report that contains the results of valuation of the Community College of Philadelphia Retiree Medical Plan as of July 1, 2019 to meet the requirements of the Governmental Accounting Standards Board Statement No. 75 (GASB 75). This valuation is based on census data provided by Community College of Philadelphia, the plan as described in the official plan document as summarized in this report and the stated actuarial assumptions. This information is presented for the fiscal year ending June 30, 2020.

Community College of Philadelphia has retained Sageview Consulting Group to perform an actuarial valuation of the plan for the purposes of:

- Determining the OPEB expense for the fiscal year ending June 30, 2020 under GASB 75,
- Provide the note disclosures and required supplementary information for the fiscal year ending June 30, 2020 under GASB 75.

This valuation has been conducted in accordance with generally accepted actuarial principles and practices including the Actuarial Standards of Practice (ASOPS) relating to Other Post Employment Benefit (OPEB) plans. The employee census data, provided by the Community College of Philadelphia, has been reviewed for reasonableness but no attempt has been made to audit such information. The valuation was based on the provisions of the plan as amended through the beginning of the plan year. In our opinion, the actuarial assumptions used in this valuation are reasonably related to the past experience of the plan and represent reasonable expectations of future experience under the plan.

These results are for the purposes of financial reporting and may not be appropriate for funding purposes or other types of analysis. The use of this report for any other purpose other than those expressed here may not be appropriate.

The undersigned credentialed actuaries meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report. We are not aware of any direct or material indirect financial interest or relationship, including investments or other services, that could create a conflict of interest or that would impair the objectivity or independence of our work.

We appreciate the opportunity to be of service to Community College of Philadelphia and are available to answer questions regarding this report or to provide further details as may be requested.

Respectfully submitted,
SageView Consulting Group



Daniel L. Homan, EA, MAAA
Principal



Dmitriy Sherman, ASA, MAAA
Consulting Actuary

VALUATION SUMMARY

Presented in this report are the results of the actuarial valuation as of July 1, 2019 for the Community College of Philadelphia Retiree Medical Plan.

A. Net OPEB Liability

Under GASB 75, the Net OPEB Liability is the excess, if any, of the Total OPEB Liability over the Fiduciary Net Position. The Total OPEB Liability is determined under the Entry Age Normal actuarial cost method. The Net OPEB Liability as of June 30, 2020 and June 30, 2019 is as follows:

	June 30, 2020	June 30, 2019
1. Total OPEB Liability (TOL)	\$139,511,074	\$175,548,288
2. Fiduciary Net Position (FNP)	\$0	\$0
3. Net OPEB Liability (NOL)	\$139,511,074	\$175,548,288
4. FNP as a percentage of TOL (Funded Level)	0.00%	0.00%

B. OPEB Expense / (Income)

Under the new accounting standards, the OPEB Expense / (Income) for the fiscal year is determined at the end of the fiscal year to reflect any plan amendments, assumption changes and gain and losses during the fiscal year. The OPEB Expense / (Income) for the fiscal years ending June 30, 2020 and June 30, 2019 is as follows:

	June 30, 2020	June 30, 2019
1. OPEB Expense / (Income)	(\$19,931,116)	(\$1,353,247)

SECTION I - FINANCIAL STATEMENT

Summary of Results

A. Report Dates		
1. Valuation Date	07/01/2019	07/01/2017
2. Reporting Date for Employer Under GASB 75	06/30/2020	06/30/2019
3. Measurement Date for Employer Under GASB 75	06/30/2019	06/30/2018
B. Participant Counts for the Plan Year Beginning July 1:		
	2019	2017
1. Actives	833	878
2. Retirees (including spouses)	594	515
3. Total participants: (1) + (2)	1,427	1,393
C. Disclosure Elements for the Fiscal Year Ending June 30:		
	2020	2019
1. Service cost	\$5,862,664	\$6,425,503
2. Total OPEB liability (TOL)	139,511,074	175,548,288
3. Plan fiduciary net position (FNP)	0	0
4. Net OPEB liability (NOL): (2) - (3)	139,511,074	175,548,288
5. OPEB expense / (income)	(\$19,931,116)	(\$1,353,247)
6. FNP as a percentage of TOL (funded status): (3) ÷ (2)	0.00%	0.00%

SECTION I - FINANCIAL STATEMENT

Summary of Results (continued)

E. Single Equivalent Interest Rate Determined for the Fiscal Year		
Ending June 30:	2020	2019
1. Investment rate of return	N/A	N/A
2. Municipal bond index interest rate at measurement date	3.50%	3.87%
3. Fiscal year in which plan's fiduciary net position is projected to be depleted	N/A	N/A
4. Single equivalent interest rate	3.50%	3.87%
F. Key Assumptions for the Valuation Beginning on July 1:	2019	2017
1. Investment rate of return	N/A	N/A
2. Rate of inflation	2.50%	2.50%
3. Rate of salary inflation	3.00%	3.00%

SECTION I - FINANCIAL STATEMENT

Table 1 - OPEB Expense

	Fiscal Year Ending	
	06/30/2020	06/30/2019
A. OPEB Expense / (Income)		
1. Service cost	\$5,862,664	\$6,425,503
2. Interest on the total OPEB liability	6,925,232	5,696,499
3. Current period benefit changes	(11,026,241)	0
4. Projected earnings on plan assets (negative for credit against expense)	0	0
5. Recognition of Outflow (Inflow) of resources due to differences between expected and actual experience in the measurement of the total OPEB liability	(16,190,288)	(7,818,408)
6. Recognition of Outflow (Inflow) of resources due to assumption change	(5,502,483)	(5,656,841)
7. Recognition of Outflow (Inflow) of resources due to differences between projected and actual earnings on plan investments	0	0
8. OPEB administrative expense if not included in claims costs	0	0
9. Other changes in plan fiduciary net position	0	0
10. Total OPEB expense / (income): sum of (1) through (9)	(\$19,931,116)	(\$1,353,247)

SECTION I - FINANCIAL STATEMENT

Table 2 - Increase (Decrease) in OPEB Expense From Recognizing the Effect of Differences Between Expected and Actual Experience

Plan Year Ending	Differences Between Expected & Actual Experience	Recognition Period (Years)	Annual Recognition Amount for Fiscal Year Ending				
			2020	2021	2022	2023	2024
			2018	(\$47,379,552)	6.06	(\$7,818,408)	(\$7,818,408)
2019							
2020	(33,487,521)	4.00	(8,371,880)	(8,371,880)	(8,371,880)	(8,371,881)	0
2021							
2022							
2023							
2024							
2025							
Total			(\$16,190,288)	(\$16,190,288)	(\$16,190,288)	(\$16,190,289)	(\$8,287,512)

Table 3 - Deferred Outflows of Resources and Deferred Inflows of Resources From The Differences Between Expected and Actual Experience

Plan Year Ending	Experience Losses (a)	Experience Gains (b)	Amounts Recognized in OPEB Expense Through June 30, 2020 (c)	Balances as of June 30, 2020	
				Deferred Outflows of Resources (a) - (c)	Deferred Inflows of Resources (b) - (c)
2018		(\$47,379,552)	(\$15,636,816)		(\$31,742,736)
2019					
2020		(\$33,487,521)	(\$8,371,880)		(\$25,115,641)
2021					
2022					
2023					
2024					
2025					
Total Deferred Outflows and Inflows				\$0	(\$56,858,377)

SECTION I - FINANCIAL STATEMENT

Table 4 - Increase (Decrease) in OPEB Expense From Recognizing the Effect of Changes in Assumptions

Plan Year Ending	Change in Assumptions	Recognition Period (Years)	Annual Recognition Amount for Fiscal Year Ending				
			2020	2021	2022	2023	2024
2018	(\$19,250,954)	6.06	(\$3,176,725)	(\$3,176,725)	(\$3,176,725)	(\$3,176,725)	(\$3,367,329)
2019	(\$9,920,463)	4.00	(\$2,480,116)	(\$2,480,116)	(\$2,480,115)	\$0	\$0
2020	\$617,431	4.00	\$154,358	\$154,358	\$154,358	\$154,357	\$0
2021							
2022							
2023							
2024							
2025							
Total			(\$5,502,483)	(\$5,502,483)	(\$5,502,482)	(\$3,022,368)	(\$3,367,329)

Table 5 - Deferred Outflows of Resources and Deferred Inflows of Resources From The Effect of Changes in Assumptions

Plan Year Ending	Increase in The Total OPEB Liability (a)	Decrease in The Total OPEB Liability (b)	Amounts Recognized in OPEB Expense Through June 30, 2020 (c)	Balances as of June 30, 2020	
				Deferred Outflows of Resources (a) - (c)	Deferred Inflows of Resources (b) - (c)
2018		(\$19,250,954)	(\$6,353,450)		(\$12,897,504)
2019		(\$9,920,463)	(\$4,960,232)		(\$4,960,231)
2020	\$617,431		\$154,358	\$463,073	
2021					
2022					
2023					
2024					
2025					
Total Deferred Outflows and Inflows				\$463,073	(\$17,857,735)

SECTION II - NOTES TO FINANCIAL STATEMENT

Net OPEB Liability Assumptions

The College's net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50% per year
Salary increases	3.00% per year
Investment rate of return	N/A

Mortality rates were based on the Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2019 for faculty participants and Pub-2010 Public Retirement Plans General mortality table projected generationally with Scale MP-2019 for all other participants.

We are not aware of the last time an experience study was performed for this plan.

Under GASB 75, the discount rate for unfunded plans must be based on a yield or index rate for a 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. Rates were taken from the Bond Buyer 20-Bond GO index as of the measurement dates.

Actuarial Standards of Practice

Actuarial Standards of Practice No. 6 ("ASOP 6") provides guidance on measuring retiree group benefits obligations and determining retiree group benefits periodic costs or actuarially determined contributions.

Actuarial Standards of Practice No. 35 ("ASOP 35") requires that each demographic and other noneconomic assumption should be reasonable individually and in conjunction with one another. At each measurement date, the actuary should consider whether the selected assumptions continue to be reasonable. If the actuary determines that one or more of the previously selected assumptions are no longer reasonable, the actuary will perform an experience study to determine the best estimate for the Plan's population.

Actuarial Standards of Practice No. 27 Revised ("ASOP 27") requires that each economic assumption be reasonable based on the following characteristics: (a) appropriate for the purpose of the measurement; (b) reflects the actuary's professional judgement; (c) takes into account historical and current economic data that is relevant as of the measurement date; (d) reflects the actuary's estimate of future experience, observation of the estimates inherent in market data, or a combination thereof; and (e) has no significant bias. Given the uncertain nature of the items for which assumptions are selected, different actuaries will apply different professional judgement and may choose different reasonable assumptions. As a result, a range of reasonable assumptions may develop both for an individual actuary and across actuarial practice.

SECTION II - NOTES TO FINANCIAL STATEMENT

Table 6 - Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
A. Balances at the Fiscal Year Ending June 30, 2019	\$175,548,288	\$0	\$175,548,288
B. Changes for the year			
1. Service cost	5,862,664		5,862,664
2. Interest on the total OPEB liability	6,925,232		6,925,232
3. Difference between expected and actual experience	(33,487,521)		(33,487,521)
4. Changes in plan provisions	(11,026,241)		(11,026,241)
5. Employer contributions		4,928,779	(4,928,779)
6. Changes in assumptions	617,431		617,431
7. Net investment income		0	0
8. Benefit payments	(4,928,779)	(4,928,779)	0
9. Administrative expenses		0	0
10. Other changes	0	0	0
11. Net changes: (1) + (2) + (3) + (4) + (5) + (6) + (7) + (8) + (9) + (10)	(36,037,214)	0	(36,037,214)
C. Balances at the Fiscal Year Ending June 30, 2020: A + B(11)	\$139,511,074	\$0	\$139,511,074

SECTION II - NOTES TO FINANCIAL STATEMENT

Sensitivity of the Net OPEB Liability

A. Impact of change in Discount Rate

The following presents the net OPEB liability of the College, calculated using the discount rate of 3.50%, as well as what the College's net OPEB liability would be if it were calculated using a discount rate that is 1% lower (2.50%) or 1% point higher (4.50%) than the current rate:

	1% Decrease (2.50%)	Current Discount Rate (3.50%)	1% Increase (4.50%)
1. Total OPEB Liability	\$163,386,229	\$139,511,074	\$120,394,965
2. Plan Fiduciary Net Position	\$0	\$0	\$0
3. Net OPEB Liability: (1) - (2)	\$163,386,229	\$139,511,074	\$120,394,965

B. Impact of change in Healthcare Trend Rates

The following presents the net OPEB liability of the College, calculated using a healthcare cost trend rates of 1% higher than the assumed healthcare cost trend rates for all years and a healthcare cost trend rates that is 1% lower than the assumed healthcare cost trend rates for all years:

	1% Decrease in Trend Rates	Current Trend Rates	1% Increase in Trend Rates
1. Total OPEB Liability	\$119,665,431	\$139,511,074	\$164,490,831
2. Plan Fiduciary Net Position	\$0	\$0	\$0
3. Net OPEB Liability: (1) - (2)	\$119,665,431	\$139,511,074	\$164,490,831

SECTION II - NOTES TO FINANCIAL STATEMENT

Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

Since certain OPEB expense items are amortized over closed periods each year, the deferred portions of these items must be tracked annually. If the amounts increase the OPEB expense, they are labeled as deferred outflows and amounts that decrease the OPEB expense are labeled as deferred inflows. These outflows and inflows are amortized on a level dollar basis with no interest added for the deferred amounts. Deferred experience gains/losses and changes in assumptions are amortized over the average remaining service lives of all employees that are provided with benefits through the OPEB plan at the beginning of the measurement period. Investment gains/losses are amortized over a five year period. The following shows the summary of the deferred outflows and inflows as of June 30, 2020.

	Deferred Outflows of Resources	Deferred Inflows of Resources
A. Difference between expected and actual experience	\$0	(\$56,858,377)
B. Changes in assumptions	\$463,073	(\$17,857,735)
C. Net difference between projected and actual earnings on OPEB plan investments	\$0	\$0

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:	Amounts
2021	(\$21,692,771)
2022	(\$21,692,770)
2023	(\$19,212,657)
2024	(\$11,654,841)
2025	\$0
Thereafter	\$0

SECTION III - REQUIRED SUPPLEMENTARY INFORMATION

Table 7 - Schedule of Changes in Net OPEB Liability

A. Schedule of Changes in Net OPEB Liability	Fiscal Year Ending June 30:			
	2021	2020	2019	2018
1. Total OPEB Liability				
a. Service cost		\$5,862,664	\$6,425,503	\$10,344,089
b. Interest		6,925,232	5,696,499	6,514,274
c. Change in benefit terms		(11,026,241)	0	0
d. Difference between expected and actual experience		(33,487,521)	0	(47,379,552)
e. Change in assumptions		617,431	(9,920,463)	(19,250,954)
f. Benefit payments		(4,928,779)	(4,449,107)	(4,934,030)
g. Net change in Total OPEB Liability: sum of (a) through (f)		(36,037,214)	(2,247,568)	(54,706,173)
h. Total OPEB Liability - beginning		175,548,288	177,795,856	232,502,029
i. Total OPEB Liability - ending		139,511,074	175,548,288	177,795,856
2. Plan Fiduciary Net Position				
a. Contributions - Employer		\$4,928,779	\$4,449,107	\$4,934,030
b. Contributions - Members		0	0	0
c. Net investment income		0	0	0
d. Benefit payments		(4,928,779)	(4,449,107)	(4,934,030)
e. Administrative expenses		0	0	0
f. Other		0	0	0
g. Net change in Plan Fiduciary Net Position: sum of (a) through (f)		0	0	0
h. Plan Fiduciary Net Position - beginning		0	0	0
i. Plan Fiduciary Net Position - ending		0	0	0
j. Net OPEB liability: (1i) - (i)		139,511,074	175,548,288	177,795,856
k. Plan fiduciary net position as a percentage of the total OPEB liability: (i) ÷ (1i)		0	0	0
l. Covered employee payroll		53,434,086	51,546,358	54,241,586
m. Plan net OPEB liability as a percentage of the covered employee payroll: (j) ÷ (l)		261.09%	340.56%	327.79%

SECTION III - REQUIRED SUPPLEMENTARY INFORMATION

Table 8 - Schedule of Contributions

	Last 10 Fiscal Years			
	Fiscal Year Ending June 30:			
	2020	2019	2018	2017
A. Actuarially Determined Contribution	\$0	\$0	\$16,858,363	
B. Contribution in Relation to the Actuarially Determined Contribution	4,928,779	4,449,107	4,934,030	
C. Contribution Deficiency (Excess): A - B	(4,928,779)	(4,449,107)	11,924,333	
D. Covered Employee Payroll	\$53,434,086	\$51,546,358	\$54,241,586	
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D	9.22%	8.63%	9.10%	
	Fiscal Year Ending June 30:			
	2016	2015	2014	2013
A. Actuarially Determined Contribution				
B. Contribution in Relation to the Actuarially Determined Contribution				
C. Contribution Deficiency (Excess): A - B				
D. Covered Employee Payroll				
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D				
	Fiscal Year Ending June 30:			
	2012	2011		
A. Actuarially Determined Contribution				
B. Contribution in Relation to the Actuarially Determined Contribution				
C. Contribution Deficiency (Excess): A - B				
D. Covered Employee Payroll				
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D				

SECTION IV - PLAN DEMOGRAPHICS

Table 9 - Plan Participant Demographics

	Plan Year Beginning:	
	July 1, 2019	July 1, 2017
A. Participant Count		
1. Active participants	833	878
2. Retired participants (including spouses)	594	515
3. Total participant count: (1) + (2)	1,427	1,393
B. Participant Averages		
1. Active participants		
a. Average age	51.7	52.4
b. Average service	13.5	14.2
2. Retirees average age	75.3	75.1

SECTION IV - PLAN DEMOGRAPHICS

Table 10 - Active Participant Scatter

A. Actives Attained Age/Service Scatter as of July 1, 2019

<u>Attained Age</u>	<u>Years of Service</u>									Total
	0 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40+	
Under 25	1	0	0	0	0	0	0	0	0	1
25 to 29	11	0	0	0	0	0	0	0	0	11
30 to 34	49	7	0	0	0	0	0	0	0	56
35 to 39	62	28	5	2	0	0	0	0	0	97
40 to 44	41	37	16	10	2	0	0	0	0	106
45 to 49	38	13	20	15	2	0	0	0	0	88
50 to 54	30	19	19	26	12	6	1	0	0	113
55 to 59	20	14	17	28	6	8	17	5	0	115
60 to 64	15	5	19	21	9	18	9	10	5	111
65 to 69	6	8	9	13	6	12	5	5	6	70
70+	3	6	2	12	0	7	5	9	21	65
Total	276	137	107	127	37	51	37	29	32	833

SECTION IV - PLAN DEMOGRAPHICS

Table 11 - Inactive Participant Scatter

A. Inactives Attained Age and Average Benefit Scatter as of July 1, 2019

<u>Attained Age</u>	<u>Retired Participants</u>		<u>Surviving Spouses</u>	<u>Total</u>
	<u>With Spouse Coverage</u>	<u>Without Spouse Coverage</u>		
Under 50	0	0	0	0
50 to 54	0	0	0	0
55 to 59	0	0	0	0
60 to 64	1	7	0	8
65 to 69	28	45	0	73
70 to 74	57	46	1	104
75 to 79	59	41	1	101
80 to 84	42	26	2	70
85 to 89	13	8	2	23
90+	3	8	1	12
Total	203	181	7	391

APPENDIX A - PLAN PROVISIONS

A summary of the postemployment health plan eligibility, plan benefits and contribution provisions are as follows:

- A. Eligibility and coverage Participants must be at least age 62 with 10 years of full-time service and have attained age plus service being greater than or equal to 77 (77 points).

- B. Benefits
 - 1. Health benefits Benefits include medical, prescription drug and dental coverage. Retirees and spouses are eligible to continue coverage for life as long as the retiree premium rates are paid.

 - 2. Life insurance Benefit continues until age 65 and spouses are not covered. Life insurance benefit is determined as follows:
 - a. Administrators 2.5 times last annual salary, rounded up to next \$1,000 up to a maximum of \$600,000

 - b. Faculty 2 times last annual salary, rounded up to next \$1,000 up to a maximum of \$250,000

 - c. Classified and confidential 2 times last annual salary, rounded up to next \$1,000 up to a maximum of \$150,000

- C. Contributions The College pays 100% of the premium for coverage for retirees until the end of the contract year in which the retiree attains age 65. Thereafter, the retiree pays 50% of the total premium, less the Medicare Part B premium.

When an employee retires, the College separates the retiree and spouse and each person has their own coverage with contributions based on "employee only" premiums.

Pre-65 and post-65 retirees pay 50% of active medical benefits for pre-65 spouses. Post-65 retirees pay 50% of the premium for the coverage of post-65 spouses, less their Medicare Part B premium. Pre-65 retirees pay 0% of the premium for the coverage of post-65 spouses (The College pays 100% of their premium).

Surviving spouses must pay 100% of the premium for coverage without getting reimbursed for Medicare Part B premium if over 65.

Retirees on Medicare disability are given the Medicare Part B reimbursement regardless of age.

The college pays 100% of the premium for retired post-65 PT teachers and their spouses.

Effective for the 2020 fiscal year, current full-time employees, who as of January 1, 2021 do not meet the eligibility for retirement criteria, will not be reimbursed for Medicare Part B premium if over 65. New employees hired after October 1, 2018 will only be eligible for benefits for a maximum period of 5 years after retirement and they also will not be reimbursed for Medicare Part B premium if over 65.

APPENDIX A - PLAN PROVISIONS (continued)

D. Monthly premiums¹

1. Health care premiums

a. Pre-65

	Medical Plans	
<u>Coverage</u>	<u>Personal Choice</u>	<u>Keystone Point of Service</u>
Individual	\$674.14	\$572.87
Individual and Spouse	\$1,550.52	\$1,317.59
Individual and Child(ren)	\$1,179.71	\$1,002.52
Family	\$1,988.65	\$1,689.96

b. Post-65

	Medical Plans	
<u>Coverage</u>	<u>BCBS 65 Special/Plan F</u>	<u>Keystone 65</u>
Individual	\$240.36	\$503.20

c. Prescription drug

	<u>Cost</u>
Single	\$189.15
Two or more	\$533.39

2. Dental care premiums

	Dental Plans	
<u>Coverage</u>	<u>United Concordia</u>	<u>Delta PPO/Premier</u>
Individual	\$19.42	\$38.06
Individual and Spouse	N/A	\$100.47
Family	N/A	\$100.47

3. Major medical premium

\$6.29

4. Medicare Part B premium

\$135.50

¹ Effective September 1, 2019 other than BCBS 65 Special/Plan F effective November 1, 2019 and Keystone 65 and Medicare Part B effective January 1, 2020.

APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS

A. Actuarial Methods

1. Actuarial Cost Method The actuarial cost method used to determine the actuarial accrued liability and the normal cost for financial reporting purposes is the Entry Age Actuarial Cost Method. The accrued liability and the normal cost are used to determine the College's financial disclosure requirement. Under this method, the cost of each individual's benefit is allocated on a level percent of payroll basis between the time employment starts (entry age) and the assumed retirement date. The normal cost is the amount allocated for a given year and actuarial liability is the accumulation of prior normal costs as of the determination date. The total actuarial liability for retirement benefits is the sum of the actuarial liability for all members.

2. Actuarial Valuation Frequency An actuarial valuation is prepared biennially with a 'roll-forward' valuation in the interim year, provided no significant events have occurred during the interim year warranting a new measurement. This year's fiscal 2020 valuation was based on a full valuation.

3. Amortization Method Level dollar amortization for differences between expected and actual experience with regard to economic or demographic factors and for changes in assumptions, the amounts will be amortized over a closed period equal to the average of the expected remaining service lives of all participants (including inactives) determined at the beginning of the measurement period. The differences between projected and actual earnings on OPEB plan investments will be recognized over a closed five-year period.

B. Actuarial Assumptions

1. Valuation date July 1, 2019

2. Measurement date June 30, 2019

3. Measurement period July 1, 2018 to June 30, 2019

4. Reporting date June 30, 2020

5. Collection date of census data July 1, 2019

	Fiscal 2020	Fiscal 2019
	Valuation	Valuation
6. Interest rate		
a. Discount rate	3.50%	3.87%
b. Expected long term rate of return	N/A	N/A
c. Municipal bond rate	3.50%	3.87%

7. Inflation 2.50% per year

8. Salary increase 3.00% per year

9. Medicare Eligibility All participants are assumed to be eligible for Medicare upon attainment of age 65.

10. Full Attribution Age Age at which retirement rate is 100%.

APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS (continued)

11. Mortality table Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2019 for faculty participants and Pub-2010 Public Retirement Plans General mortality table projected generationally with Scale MP-2019 for all other participants.

12. Health Care and Contribution Trend Rate	<u>Fiscal Year</u>	<u>Medical / Drug</u>	<u>Dental</u>	<u>Medical Part B</u>
	2020	6.50%	3.00%	5.00%
	2021	6.40%	3.00%	5.00%
	2022	6.30%	3.00%	5.00%
	2023	6.20%	3.00%	5.00%
	2024	6.10%	3.00%	5.00%
	2025	6.00%	3.00%	5.00%
	2026	5.90%	3.00%	5.00%
	2027	5.80%	3.00%	5.00%
	2028	5.70%	3.00%	5.00%
	2029	5.60%	3.00%	5.00%
	2030	5.50%	3.00%	5.00%
	2031	5.40%	3.00%	5.00%
	2032	5.30%	3.00%	5.00%
	2033	5.20%	3.00%	5.00%
	2034	5.10%	3.00%	5.00%
	2035	5.00%	3.00%	5.00%
	2036	4.90%	3.00%	5.00%
	2037	4.80%	3.00%	5.00%
	2038	4.70%	3.00%	5.00%
	2039	4.60%	3.00%	5.00%
	2040+	4.50%	3.00%	5.00%

13. Participation 95% of all actives are assumed to participate upon retirement. 50% of surviving spouses are assumed to participate upon the death of the participant.

14. Plan election All future retirees are assumed to elect medical and dental coverage based on the weighted-average plan information.

15. Rates of withdrawal 2003 SOA Pension Plan Turnover Study (Small Plan with < 1,000 lives) table. Sample rates are as follows:

<u>Age</u>	<u>Rate</u>
20	24.3%
25	19.5%
30	15.5%
35	12.1%
40	9.4%
45	7.3%
50	5.6%
55	4.2%
60	3.0%

APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS (continued)

16. Rates of retirement	<u>Age</u>	<u>Rate</u>	
	62	10.0%	
	63	15.0%	
	64	15.0%	
	65	35.0%	
	66	20.0%	
	67	20.0%	
	68	20.0%	
	69	20.0%	
	70	40.0%	
	71	20.0%	
	72	20.0%	
	73	20.0%	
	74	20.0%	
	75	100.0%	
17. Rates of disability	None		
18. Spousal coverage	It is assumed that 50% of covered participants will be married and elect to cover a spouse upon retirement. Husbands are assumed to be three years older than wives.		
19. Lapse rate	5% of current and future retirees are assumed to lapse coverage per year.		
20. Annual Health Per Capita Costs			
a. Pre-65 costs	<u>Age</u>	<u>Medical</u>	<u>Prescription Drug</u>
	55	\$9,385	\$1,384
	56	\$9,745	\$1,449
	57	\$10,133	\$1,513
	58	\$10,548	\$1,576
	59	\$10,990	\$1,638
	60	\$11,464	\$1,702
	61	\$11,976	\$1,771
	62	\$12,526	\$1,846
	63	\$13,108	\$1,928
	64	\$13,719	\$2,016
b. Post-65 costs	<u>Age</u>	<u>Medical</u>	<u>Prescription Drug</u>
	65	\$2,482	\$3,054
	70	\$2,662	\$3,540
	75	\$2,808	\$4,005
	80	\$3,055	\$4,422
	85	\$3,401	\$4,882
	90	\$3,702	\$5,391
21. Annual Major Medical Claims	\$75		

APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS (continued)

22. Annual Dental Care Claims \$448

C. Changes from Prior Valuation

1. Interest rate The discount rate was updated from 3.87% as of June 30, 2018 to 3.50% as of June 30, 2019.

2. Mortality table The mortality table was updated from RP-2014 Blue Collar Healthy mortality table backed off to 2006 and projected generationally with Scale MP-2018 for classified employees and RP-2014 White Collar Healthy mortality table backed off to 2006 and projected generationally with Scale MP-2018 for everyone else to Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2019 for faculty participants and Pub-2010 Public Retirement Plans General mortality table projected generationally with Scale MP-2019 for all other participants.

3. Plan election The plan election assumption was updated from all future retirees electing the Personal Choice PPO/Medigap Plan F/65 Special medical coverage upon retirement and the same dental coverage currently elected to all future retirees electing medical and dental coverage based on the weighted-average plan information.

4. Excise Tax The "Cadillac" Excise Tax under ACA has been repealed.

APPENDIX C - HEALTH CARE DEVELOPMENT

- A. General Description Benefits provided are pre-65 and post-65 medical, prescription drug and dental coverage to eligible retirees and their dependents.
- B. Type of Insurance Beginning September 1, 2009, medical and prescription drug coverage for actives and pre-65 retirees is self-insured. Beginning November 1, 2015, medical coverage for post-65 retirees in Blue Cross 65 Special and Medigap Plan F is self-insured. Post-65 Keystone 65 retiree medical coverage is fully-insured. Post-65 prescription drug coverage is self-insured. Dental coverage is fully-insured.
- C. Information Provided for Study Premium-equivalent rates were provided.
- D. Analysis of Data Average ages and average costs were calculated for the group. The average costs that were calculated reflect the expected cost for the average plan design within the group and also reflect the average age.
- E. Determination of Starting Per Capita Medical Costs As represented to us, the premium rates charged to pre-65 retiree group are the same as the rates for the College's active health plans. As such, the premium-equivalent rates for the College are viewed as composite rates for the combined active groups. According to GASB 75, when an employer provides benefits to both active employees and retirees through the same plan, the benefits to retirees should be segregated and measured independently for actuarial measurement purposes. The projection of future retiree benefits should be based on claims costs, or age-adjusted premiums approximating claims costs, for retirees, in accordance with actuarial standards issued by the Actuarial Standards Board. The resulting "implicit rate subsidy", as defined in GASB 75, is the difference between the calculated claims cost and the cost upon which retiree contributions are determined (in this case, the premium-equivalent rates). Retiree premium-equivalent rates were estimated for the pre-65 retiree group as if they were rated on a stand-alone basis. The premium-equivalent rates being charged were adjusted to reflect a premium for a pre-65 retiree group only. The results were then disaggregated into age-specific starting costs based on average ages and assumptions on the relationships of costs and increasing age.
- Medical premium rates for post-65 retirees were provided and utilized for calculating the costs for this retiree population. It was assumed that the premium rates were representative of the average cost of benefits for post-65 retirees. The results were then disaggregated into age-specific starting costs based on average ages and assumptions on the relationships of costs and increasing age.
- Dental benefits are fully-insured. Since costs typically remain stable as a participant gets older, the dental premium was assumed to be representative of the cost of benefits.

ATTACHMENT C

Change Order Two for the Library & Learning Commons Project

	Prime	Negotiated price	Reason
Phases 2 & 3 - Change demolition subcontractor to union	NADG - GC	\$91,290.10	College Request or Contract Need
Phase 1 - subflooring required for floor elevation differences & glass wall mounting hardware.	NADG - GC	\$29,270.00	Design Omission
Phase 2 & 3 - Lead abatement on visitor steel demolition	NADG - GC	\$21,670.00	Unforeseen
Phase 2 - Remove plaster ceiling and two beams in Quiet Study, Room L1-08	NADG - GC	\$15,510.00	Unforeseen
All phases - CORs 10, 11, and 14; requested privacy glass film; removal of plaster ceiling in Mezz.	NADG - GC	\$11,205.40	College Request or Contract Need; Unforeseen
Phase 1 - Infill of Walker (floor) ducts	NADG - GC	\$7,050.47	Unforeseen
Add sub-flooring to Quiet Study area	NADG - GC	\$6,050	Design Omission
Phase 1 - Resize the framing for the shaft (unforeseen condition)	NADG - GC	\$5,095.11	Unforeseen
Phase 1 - Knee wall, soffitt, door frame, and infill required per ASI #4.	NADG - GC	\$4,988.50	Design Omission
Phase 1 - Patch mechanical shaft and adds from RFI #29 response	NADG - GC	\$4,819.10	Unforeseen
Phase 3 - Pour concrete infill for L1-36	NADG - GC	\$2,190.00	Design Omission
All phases - Increased bond cost for the adding of fire protection contract oversight.	NADG - GC	\$1,883.20	College Request or Contract Need
Phase 2 & 3 - Delete lockers	NADG - GC	(\$8,392)	Customer request
Phase 2 & 3 - Steel Credit for design change; Finance area	NADG - GC	(\$13,000)	Design Omission
All phases - Credit for ACT product substitution	NADG - GC	(\$46,213.14)	College Request or Contract Need

	Prime	Negotiated price	Reason		
Phase 2 - subflooring required for floor elevation differences & glass wall mounting hardware.	NADG - GC	\$65,708.15	Design Omission		
Phase 3 - subflooring required for floor elevation differences & glass wall mounting hardware.	NADG - GC	\$38,473.25	Design Omission		
Phase 3 - Refloor LLC entrance Hallway from Bonnell to Mint (1st floor)	NADG - GC	\$20,767.30	College Request or Contract Need		
Original Contract Amount		Change order 1 (BAC Meeting: 6/24/20)	Change order 2 (BAC Meeting: 8/19/20)	<i>Total to date (8/3/20)</i>	<i>Percent of original contract</i>
\$7,693,491.00	NADG - GC	\$124,948.70	\$133,416.74	\$258,365.44	3.4%

**ZOOM MEETING OF THE EXECUTIVE COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, August 19, 2020 – 11:00 A.M.**

Present for the Board of Trustees: Mr. Jeremiah J. White, Jr., Chair; Mr. Harold T Epps, Ms. Chekemma Fulmore-Townsend; Ms. Mindy Posoff, Lydia Hernández Vélez, Esq., Ms. Sheila Ireland, Mr. Steve Herzog, Mr. Patrick Clancy, Mr. Michael Soileau and Ms. Sharon Jean-Baptiste.

Present for the College Administration: Dr. Donald Generals, Dr. Judith Gay, Dr. Samuel Hirsch, Mr. Jacob Eapen, Ms. Carol de Fries, Ms. Josephine DiGregorio, Dr. Meillissia Zanjani, Ms. Shannon Rooney and Victoria L. Zellers, Esq.

AGENDA – PUBLIC SESSION

The following three actions items are based on the Business Affairs Committee recommendations to the Executive Committee:

(1) Stop Loss Insurance (Action Item):

Trion, the College’s benefits consultant, completed an RFP process for stop loss coverage for prescription and medical plans. As a self-insured employer for medical and prescription benefits, stop loss insurance coverage provides reimbursement for catastrophic claims exceeding predetermined levels. The RFP requested quotes based on a specific stop loss deductible of \$250,000 and \$1,000,000 aggregate stop loss maximum for active employee and retiree populations.

The incumbent carrier for stop loss coverage is Sun Life. The following vendors were included in the RFP process:

- HMIG
- Optum
- QBE
- Reliance Standard
- Sun Life
- SwissRe
- Symetra
- Toko Marine HCC
- Unum Voya

Given the current market trend, more stop loss companies are declining to quote and more companies are including the “lasering” of claims to address known risk of high cost patients. Most of the carriers who responded to the RFP declined to quote because they were unable to provide a competitive offer. Only HMIG, QBE and Sun Life submitted offers. HMIG

and QBE provided competitive rates, but included “lasering” of our high cost claimants (the College had three high cost claimants during the 2019/2020 plan year), which further increased the cost.

Action: Ms. Hernández Vélez moved and Mr. Epps seconded the motion that the Executive Committee renew the College’s stop loss with Sun Life for a one-year term in the amount of \$1,543,301. The motion passed unanimously.

(2) Life and Disability Insurance (Action Item)

Trion, the College’s benefits consultant, completed a full marketing for Life & Disability coverage. All quoting carriers were asked to match the current life and disability contract with the incumbent – Sun Life. Below are the vendors and the results of the quotes received:

Carrier	Result
Cigna	Quote Received – Not Competitive
Guardian	Quote Received – Competitive, but did not match current contract exactly
The Hartford	Quote Received – Not Competitive
Prudential	Quoted Received – Competitive, but did not match current contract exactly
Reliance Standard	Declined to quote
Sun Life (Incumbent)	Best and Final Renewal Received
Unum	Quote Received – Competitive, but did not match current contract exactly

While Prudential, UNUM & The Guardian provided competitive quotes compared, they could not match the current coverages for LTD, Life and AD&D.

Action: Mr. Epps moved and Ms. Hernández Vélez seconded the motion that the Executive Committee of the Board of Trustees renew the Life and Disability Insurance contract with Sun Life for one year with an annual premium of \$771,422. The motion passed unanimously.

(3) Appointment of the Tucker Law Group as Counsel for a Pennsylvania Human Relations Charge and Potentially Related Labor Arbitrations (Action Item):

The College has insurance through United Educators (UE) for employment practices liability with a deductible of \$75,000 for the charge and any subsequent litigation. UE has approved appointing the Tucker Law Group as counsel at UE approved rates for the firm. The Tucker Law Group is a Minority and Women Owned Law Firm. There is also one other pending labor arbitration and a potential additional labor arbitration related to the same personnel.

Because all three matters are related and have the potential to exceed \$100,000 in professional services, the Business Affairs Committee request that the Executive Committee of

the Board of Trustees approve the appointment of the Tucker Law Group as counsel for the three legal matters.

Action: Mr. Herzog moved and Ms. Hernández Vélez seconded the motion that the Executive Committee approve the appointment of the Tucker Law Group as counsel for three legal matters. The motion passed unanimously.

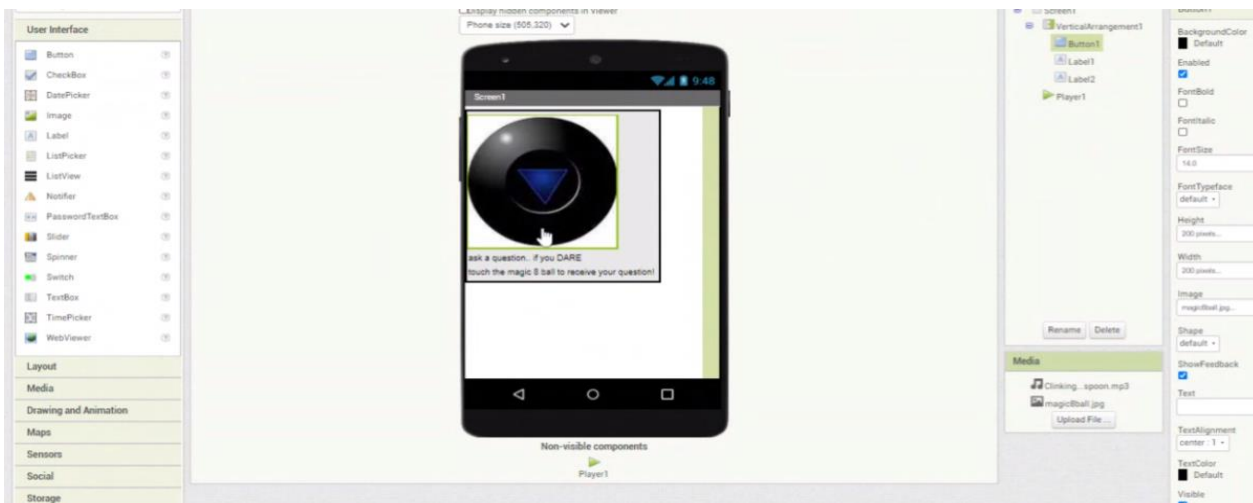
Aug. 24, 2020 12:27 pm

Magic 8-Balls, mini golf and trivia: 5 cool apps created by middle schoolers

Students flexed their coding muscles at a recent Community College of Philadelphia STEM Academy demo day.



By [Michael Butler](#) / STAFF



A screenshot of Malika S.'s Magic Eight-Ball app.

(Screenshot)

In line with [citywide efforts](#) to get students from underrepresented backgrounds into STEM, for a few weeks this summer, Philly middle schoolers learned algebra readiness and coding skills via **Community College of Philadelphia's** summer [STEM Academy](#).

Rising seventh and eighth graders participated in two sessions of a virtual learning academy that combined live instruction with prerecorded sessions.

From July 20 through 30, students participated in "Minecraft World." The session centered around popular video game **Minecraft** which was used as a way to introduce concepts related to math and coding. The second session from Aug. 10 through 20 was called "#AwesomeApps" and saw students coding ideas into mobile apps via **MIT App Inventor**.

After creating the apps, students pitched them in a showcase on Thursday. Here's a look at what a handful came up with:

Shaking things up

Malika S.'s mobile app is a Magic Eight-Ball simulator. Malika coded her app so that by shaking your phone in the way you would a traditional Magic Eight-Ball, one of several questions will appear in a random order.

Naming that state

Arianna R. coded an app that allows users to answer trivia questions around state capitals. In her demonstration, Arianna explained that answering a question about the state capital of Texas could allow the user to input Austin, the

correct answer. Users are able to enter as many answers as they want since there is no grading involved, making it an effective study tool: “I could use this for social studies during the school year,” she said.



The MIT App Inventor, which students used to create their apps. (Screenshot)

Hitting the links by phone

Stephanie J.’s mini golf app is perfect for people who want to hit golf balls but find themselves limited by the pandemic. In her app, players can use their fingers to hit golf balls. Stephanie coded each possible direction for the golf ball to move and coded options for colors to change when balls go in the hole.

Creating with a magic touch

For **Patricia N.’s** second app, she coded a **Magic Doodle** application that allows users to create their own drawings. “[I coded it] so that the warm colors on are on the left and cool colors are on the right,” she said. By tapping a certain color, users are able to draw on the app’s empty space in a method akin to **Microsoft Paint**.

Answering 20 of life’s questions

Patricia N. also coded a Magic Eight-Ball that responds to users shaking their phones. For her version, users can select one of 20 questions and shake to get answers to their fortunes.

###

The STEM academy was part of a larger initiative from the community college’s **Division of Access and Community Engagement** and was made possible with help from **New York Life’s Aim High** grant. Twenty students were given access to each session at a price of \$25 per student.

Besides teaching coding skills, the academy was a deep dive in into Algebra 1 readiness: Math instructor and academic advisor **David Elkin** was tasked with making complex math concepts like formal logic more digestible for his summer middle school students. Using Minecraft and coding exercises helped students apply their new ideas in ways with clear results.

“With Minecraft they want to play a game and see the levels,” he said. “Math allowed them to access more interesting kinds of challenges. With the app creator, when we did logic, we wanted to create a strong setup of what an argument is. With coding, they could understand logic immediately. They asked what things did and why they happened.”

Academic advisor **Juliet Popiel** said she was inspired by the students' high energy and willingness to explore new concepts. During moments like a demonstration day with office hours, students helped each other work through concepts and to solve problems related to their projects.

"There were moments when we had to go through code slowly, but in general they had a motivation to make these apps their own," she said. "The kids were always asking questions about their apps. By using the MIT App Inventor, you can get results quickly. They were able to build a few lines of code and see results."

With the academy's support, students will eventually make their apps available for purchase via the **Google Play** store.