



**Special Meeting of the Board of Trustees, Monday, April 28, 2025 - 9:00 a.m. Isadore A. Shrager Boardroom, M2-1/Hybrid**

(1) Executive Session

(2) Special Meeting Called to Order

The Goal for this Special Meeting is for the Board of Trustees to make a decision regarding the appointment of an Interim President.

(3) Public Comment

(4) Appointment of Interim President (A)

(5) Resolution of Officer Designated to Sign Contracts with the Pennsylvania Department of Education (A)

Resolution for Board Meeting 4.28.25 - Authorizing Officer for Sign Contracts with PDE and E Signature .pdf

2

(6) Resolution of Officers Designated to Sign Contracts with the City of Philadelphia (A)

Resolution for Board Meeting 4.28.25 - Authorizing Officers to sign Contracts with City .pdf

4

(7) Ratification of April 10, 2025 personnel action regarding paid administrative leave (A)

(8) Adjourn

Community College of Philadelphia

Resolution for Officer Designated to Sign Contracts with the Pennsylvania Department of Education

BE IT RESOLVED, by authority of the Board of Trustees of the Community College of Philadelphia, and it is hereby resolved by authority of the same, that **[insert name of Interim President]**, who is the Interim President of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department’s e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Board of Trustees to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department’s Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer’s authority to execute agreements electronically on behalf of the body until such notice is received by the Department’s Office of Chief Counsel.

ATTEST

*(individual receiving signatory authority may not attest on behalf of himself/herself)*

\_\_\_\_\_  
Signature (President/Chair or Vice-President/Chair)

\_\_\_\_\_  
Signature (Treasurer or Secretary)

\_\_\_\_\_  
Print/type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print/type Name

\_\_\_\_\_  
Title

**TO BE EXECUTED BY SECRETARY OF THE GOVERNING BODY:**

I, \_\_\_\_\_, Secretary, of \_\_\_\_\_, do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the \_\_\_\_\_, held the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Dated: \_\_\_\_\_  
Signature (Secretary) \_\_\_\_\_  
Print/type Name \_\_\_\_\_ Title \_\_\_\_\_

**TO BE EXECUTED BY AUTHORIZED SIGNATORY:**

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: \_\_\_\_\_  
Signature (authorized signatory) \_\_\_\_\_  
Print/type Name \_\_\_\_\_ Title \_\_\_\_\_

**Community College of Philadelphia**

**Resolution for Officers Designated to Sign Contracts with the City of Philadelphia**

On this 28<sup>th</sup> day of April, 2025, the Board of Trustees for Community College of Philadelphia hereby resolves that the following individuals are authorized to sign contracts with the City of Philadelphia (“the City”) on behalf of the Community College of Philadelphia (“the College”):

**[Insert Name of Interim President]**, Interim President

Jacob Eapen, Vice President of Business & Finance & Treasurer

The College will promptly notify the City if there are any changes to this Resolution or the names of the Officers authorized to sign contracts with the City. The Board of Trustees hereby certifies that this Resolution was approved by a majority vote of the College’s Board of Trustees in accordance with the College’s Bylaws.

Attest:

\_\_\_\_\_  
Harold T. Epps, Chair

\_\_\_\_\_  
Ajeenah Amir, Secretary

\_\_\_\_\_  
Jacob Eapen, Treasurer