AGENDA
COMBINED/HYBRID MEETING OF THE
BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, August 19, 2026 – 9:00 A.M.

TO: Business Affairs Committee of the Board of Trustees

FROM: Carolyn Flynn

DATE: August 17, 2026

SUBJECT: **Combined/Hybrid Meeting of the Business Affairs and Executive Committees of the Board of Trustees**

A combined/hybrid Business Affairs and Executive Committees of the Board of Trustees meeting is scheduled for **August 19, 2026 at 9:00 A.M**. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom M2-1 or *via* Zoom. The Zoom information for the Public Session is as follows:

Topic: 8/19/2026 Combined/Hybrid Business Affairs
And Executive Committees of the Board of Trustees Meeting
Public Session

https://ccp.zoom.us/j/94952920916?pwd=YdOIafUq6Yhuxf5QDhxRc7l3rKofNg.1

Meeting ID: 949 5292 0916
Passcode: 551541

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

The Business Affairs and Executive Committees will meet in Executive Session immediately prior to the start of the public session of the Business Affairs Committee to discuss real estate, personnel and contract negotiation strategy.

Please note that Attachment A contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding (i.e., Capital Budget, Operating Budget, Grants, or Bond Proceeds) which College Administration is seeking approval.

(1) Contract to Allstates Mechanical, Ltd. for HVAC System Replacement and

Upgrade at NERC (Action Item)

The existing HVAC equipment at the Northeast Regional Center (NERC) has exceeded its useful life and is no longer serviceable. The age and condition of the equipment have resulted in increasing maintenance costs, diminished system reliability, and limited availability of replacement parts. Continued repairs are no longer cost-effective and pose a risk to the College's ability to maintain a safe, comfortable, and productive learning environment. The proposed project will replace the obsolete equipment with modern, energy-efficient systems that will improve operational performance, reliability, and occupant comfort.

The College completed a competitive bidding process for this project. The project requires the replacement of forty-four (44) heat pumps and four (4) house pumps. By replacing and upgrading these units, we will improve our energy efficiency, building comfort, and operational reliability. On June 25, 2026, CCP went public on PennBid for NERC HVAC Upgrades. 850 vendor contacts were sent invitations for bidding. The bid period closed on July 29, 2026 with three (3) vendors submitting bids: Elliott Lewis, Paradigm Mechanical and Allstates Mechanical. Allstates Mechanical was the lowest responsible bidder with $1,031,200.00.

The Facilities Department requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees the award of a contract to Allstates Mechanical, Ltd. in the amount of $1,031,200.00 for the replacement and upgrade of the HVAC systems serving the Northeast Regional Center. The funding for the project will be provided through the College's $20 million bond-funded capital improvement Mechanical, Electrical, and Plumbing (MEP) infrastructure project.

(2) Contract to Flanagan Mechanical Services for HVAC System Replacement and Upgade at CBI (Action Item)

The existing HVAC equipment at the Center for Business and Industry (CBI) has exceeded its useful life and is no longer serviceable. Due to equipment obsolescence, replacement components are increasingly difficult to obtain, maintenance requirements have increased, and system reliability has declined. Replacement of the aging equipment is necessary to ensure the continued operation of the facility, improve energy efficiency, reduce maintenance costs, and provide a dependable indoor environment for students, faculty, staff, and visitors.

The project will include the replacement of 32 heat pumps, two cooling towers, and 46 electric baseboard heaters. These upgrades will modernize the building's mechanical systems, improve system reliability and performance, and support the College's ongoing commitment to maintaining safe, effective, and energy-efficient learning environments.

The College completed a competitive bidding process for this project. On June 25, 2026, CCP went public on PennBid for CBI HVAC Upgrades. 850 vendor contacts were sent invitations for bidding. The bid period closed on July 22, 2026 with four (4) vendors submitting bid: Elliott Lewis, Paradigm Mechanical, DeWitt and Flanagan Mechanical. Flanagan Mechanical Services was the lowest responsible bidder with $1,432,577.00. Flanagan Mechanical also has personal knowledge of CCPs physical plant and current state of equipment and systems within CCP. Their proposal went above and beyond to offer insight into areas where CCP can save, avoid costs, and optimize resources invested in the physical plant.

The Facilities Department requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees the award of a contract to Flanagan Mechanical Services in the amount of $1,432,577.00 for the replacement and upgrade of the HVAC systems serving the CBI Building. The funding for the project will be provided through the College's $20 million bond-funded capital improvement Mechanical, Electrical, and Plumbing (MEP) infrastructure project.

(3) <u>Renewal Contract with Thomson Reuters for Paralegal Studies (Action Item)</u>

The College's Paralegal Studies department would like to renew its contract with Thomson Reuters for a 3-year subscription to West Proflex. West Proflex provides faculty and students with access to national core legal materials, including state and federal court cases, regulations and law reviews. This database access is a critical learning tool for students in the Paralegal Studies department.

The Liberal Studies Department requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees to renew of a 3-year contract with Thomson Reuters for West Proflex access for faculty and students in the Paralegal Studies program in the amount of $153,140.16. The source of funding will come from the operating budget.

(4) <u>Contract with Sun Life for Stop Loss Coverage (Action Item)</u>

Marsh McLennan Agency (MMA), the College's benefits consultant, completed a full marketing of the College's stop loss coverage. Below are the vendors who were included in the RFP process, along with their responses:

Carrier	Result
Wellpoint formerly with Granular Insurance (Incumbent)	Provided firm quote
BCS	Declined to quote due to underwriting guidelines
Berkshire Hathaway	Declined to quote due to uncompetitive rates
HMIG	Provided firm quote
QBE	Provided firm quote
Sun Life	Provided firm quote
Swiss Re	Declined to quote due to underwriting guidelines
Symetra	Declined to quote due to uncompetitive rates
TMHCC	Provided firm quote
Vova	Declined to quote due to uncompetitive rates

BCS, Berkshire Hathaway, Swiss Re, Symetra, and Voya, all declined to quote. QBE and TMHCC, quotes were provided but were not competitive with quotes coming in at 23.7% (QBE) and 15.3% (TMHCC) above the current stop loss premium.

The incumbent carrier, Wellpoint (formerly known as Granular), submitted a quote with a 26.9% ($420,802) increase to approximately $1,984,650 for the September 1, 2026 renewal. This includes a 40% renewal rate cap and no new lasers at renewal.

Maintaining the current plan structure with a deductible of $300,000, HMIG provided a quote representing a 12.3% ($193,092) increase above the current stop loss premium with a 40% rate cap at renewal and no new lasers at renewal.

SunLife offers a proposed premium increase of 11.5% ($180,534) with a 40% rate cap at renewal and no new lasers at renewal. In addition, Sun Life is offering the College a cash flow advantage. Claims exceeding the $300,000 deductible are paid through an invoice credit instead of having to wait for reimbursement.

The staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of the contract with Sun Life from September 1, 2026 to August 31, 2027 in the amount of $1,744,382. The source of funding will come from the operating budget.

(5) <u>Contract to MayoSeitz Media for Media Buying Services (Action Item)</u>

In April, the College issued a request for proposals (RFP) for a media buying services contract. The RFP was marketed through PennBid. The College received responses to the RFP from:

- Atmospheric Digital d/b/a Media Thesis
- Awestruck
- Estulin Group
- Harmelin Media
- Hybrid Media USA LLC
- MayoSeitz Media
- Robindale Media

The recommendation is to award a 3-year contract for media buying service to MayoSeitz Media. MayoSeitz Media demonstrated a strong ability to help the College sharpen its thinking and translate its strategy into compelling, marketable media strategies. MayoSeitz Media offers a variable compensation structure that combines a media commission of 11% on net spending with fixed fees for digital campaign management and campaign reporting and analytics, charged monthly in the amount of $11,000 ($132,000 annually). Based upon a $1,500,000 media spend, the estimated all cost for MayoSeitz Media's services annually would be approximately $280,975. The estimated cost for services over three (3) years is $842,925.00.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award a 3-year contract to MayoSeitz Media for Media Buying Services based upon the fee structure described above, which is estimated to be a cost of $842,925.00. The source of funding will come from the operating budget.

(6) <u>Harmelin Media Payment (Action Item)</u>

Prior to issuing the RFP for media buying services in April 2026, the College received media buying services from Harmelin Media. Staff periodically reviewed Harmelin Media advertising with the Business Affairs Committee. The last such update was provided in May 21, 2025. The balance of the advertising costs for 2025-2026 owed to Harmelin Media is $396,794.02. The costs for Spring 2026 advertising included payments through Harmelin Media for advertising with SEPTA and Google search buys.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of payments for media buying services through Harmelin Media in the amount of $396,974.02. The source of funding will come from the operating budget.

(7) <u>Contract to SEPTA for New Pilot Program (Action Item)</u>

The College's administration would like to initiate a new pilot program with SEPTA to provide SEPTA trans passes to College students. Through SEPTA's Key Advantage UPass program, eligible College students will receive an All-Access pass for unlimited travel on SEPTA bus, Metro and Regional Rail. To be eligible for the pass, the student must: 1) be a full-time student; 2) have a student aid index of 8000 or lower; and 3) have completed 30 or more credits at the College. The administration hopes that this benefit will assist College students with the greatest need to complete their degree.

The administration recommends that this pilot program is offered to students during the Fall and Spring semesters (8 months) of the 2026-2027 academic year. The passes are offered on a monthly basis and the College will monitor student eligibility on a monthly basis. The College assumes that approximately 1,400 students will be eligible to participate in the program this year. The total monthly charge per student will depend upon the student's usage, but SEPTA has agreed to cap the maximum monthly charge per student at $50. The maximum estimated cost for the program for 2026-2027 is $546,091.00, which equals the maximum cost of $560,000 minus the $13,909.00 credit from the previous pilot program.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to contract with SEPTA to proceed with the new pilot program as described above with a total estimated maximum cost of $546,091.00. The source of funding will come from anticipated grant funding and/or the operating budget.

(8) Contract with U3 Advisors for Strategic Advisory Services (Action Item)

As the College celebrates its 60th anniversary and enters its next phase of growth as the highest enrolled community college in the Commonwealth, this is an opportune time to strengthen its long-term strategic direction. To that end, the College is seeking to engage U3 Advisors (U3), a nationally recognized advisory practice with expertise in higher education and organizational improvement, to support and integrate several important workstreams that will inform the College's institutional planning. U3 will support the College's senior leadership through focused assessments and cross-workstream coordination that will inform the College's strategic plan and future master facilities plan. With more than 20 years of experience partnering with anchor institutions on mission-driven planning, real estate development, and complex project management, U3 is uniquely positioned to lead this effort. U3 has deep roots in the Philadelphia region and an intimate understanding of the opportunities and challenges facing institutions that serve as economic and civic anchors. This local perspective, combined with a national portfolio of work, positions the firm to provide recommendations that reflect national best practices and the unique opportunities facing the College. U3 CEO Omar Blaik previously served for ten years as Senior Vice President of Facilities and Real Estate at the University of Pennsylvania, where he led major campus, facilities, and real estate initiatives, providing directly relevant experience managing complex, institution-wide planning and implementation efforts. In addition, U3's higher education clients include Central Piedmont Community College, Southwest Tennessee Community College, Drexel University, and Thomas Jefferson University.

U3's services will include: 1. a student, faculty, and staff baseline scan and faculty workload analysis, 2. a security vulnerability and operations assessment, 3. a facilities, real estate, and revenue opportunity assessment, 4. a partnership and workforce development strategy, and 5. Cross-workstream strategy integration to inform the strategic plan and future master facilities plan. Staff recommends entering into a six-month contract with U3 for strategic advisory services. The College will be billed $39,000 monthly, with the total cost of the engagement being $234,000. The engagement may commence as early as the week of August 24th pending Executive Committee approval, with the possibility of the engagement being extended monthly upon mutual agreement.

Staff requests that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees to approve the contract with U3 Advisors for strategic advisory services at a total cost of $234,000. The source of funding will come from the operating budget.

(9) <u>Contract with Mattison Advisors for Strategic Advisory Services (Action Item)</u>

Mattison Advisors (MA) proposes Phases II and III of its engagement with Community College of Philadelphia and the CCP Foundation to advance the recommendations identified in Phase I from assessment to implementation. The work is intentionally sequenced to strengthen alignment among College leadership, the Foundation, and the Boards; enhance governance and accountability; and build the organizational and fundraising capacity necessary for sustained philanthropic growth. Phase II will focus on leadership and Board alignment, Foundation governance and effectiveness, fundraising strategy and positioning, Institutional Advancement organizational design and staffing, revenue diversification and major-gift pipeline development, and stronger donor cultivation and stewardship practices. The engagement reflects a condensed timeline designed to accelerate progress while maintaining the diligence necessary for effective implementation.

In alignment with advancing the recommendations in Phase II, MA will assess the Foundation’s readiness for a comprehensive campaign and establish a strategic roadmap toward campaign activation. MA will evaluate progress against campaign-readiness requirements, identify remaining priorities and milestones, advise on the appropriate timing of a feasibility study, and provide executive guidance on campaign strategy, the Case for Investment, governance, and stakeholder alignment. If sufficient institutional readiness is achieved earlier, campaign-related activities, including the feasibility study, may be accelerated.

MA will provide CCP and the Foundation with the governance structure, organizational capacity, fundraising infrastructure, and strategic roadmap needed to diversify and grow philanthropic revenue and responsibly position the College for a future comprehensive campaign. This one-year engagement will cost $195,000.

Staff requests that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees to approve the contract with Mattison Advisors for strategic advisory services related to Institutional Advancement at a total cost of $195,000. The source of funding will come from the operating budget.

(10) <u>Contract with FirstLight Fiber for Internet Connectivity Services (Action Item)</u>

The Information Technology Department recommends approval of a thirty-six (36) month agreement with FirstLight Fiber for enterprise internet connectivity, Distributed Denial of Service (DDoS) protection, Internet2 connectivity, managed routing services, and related network monitoring services. These services provide the foundational and redundant network connectivity, cybersecurity protection, higher education research network access, and managed infrastructure support required to sustain academic instruction, student services, enterprise applications, cloud-based platforms, and campus operations. As part of the College's ongoing network modernization strategy, FirstLight has proposed a redesign and renewal of the College's existing internet services that enhance network resiliency while reducing recurring operating costs.

The proposed solution includes two geographically diverse Dedicated Internet Access circuits, diverse routing paths terminating on separate FirstLight edge networks, DDoS mitigation services, Internet2 connectivity, Level 3 network monitoring and management services, a managed Cisco C8235 enterprise router, and an Engineering Service Agreement for ongoing management, monitoring, maintenance, and support of the router infrastructure.

The approximate yearly savings is $11,438.64, and approximately $34,315.92 savings is estimated over the life of the agreement. Approval of this agreement will improve the reliability, resiliency, performance, and security of the College's enterprise network infrastructure while reducing ongoing operational expenses.

Staff requests that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees approves a 3-year contract with FirstLight Fiber for enterprise internet connectivity, DDoS protection, Internet2 connectivity, managed routing services, network monitoring, and related router engineering support at a total cost not to exceed approximately $141,184.08, inclusive of recurring service charges and applicable fees. The source of funding will be the operating budget.

(11) <u>Resolution for Salary Increases for Administrators, Grant Administrators and Confidential Employees (Action Item)</u>

The College administration seeks salary increases for administrators, grant administrators and confidential employees in parity with the raises already approved for the College’s bargaining unit employees for fiscal year 2026-2027. For fiscal year 2026-2027, the Board approved a salary increase of 5% for bargaining unit employees. The College administration recommends that the Business Affairs Committee of the Board of Trustees recommends to the Board of Trustees to approve the Resolution attached hereto as Attachment B, which includes, "Subject to satisfactory evaluation and performance, Confidential Employees, College Administrators, and Grant Administrators are eligible to receive a salary increase of up to 5% effective September 1, 2026." (See Attachment B).

AGENDA EXECUTIVE COMMITTEE
PUBLIC SESSION

(1) Policy Review Update (Action Item)

In accordance with the College's Policy Review Procedure, General Counsel will present an update to the Executive Committee regarding policies that have been reviewed in the prior academic year, all outstanding policy reviews and the upcoming review schedule. A Policy Update Memorandum is attached hereto as Attachment C to this agenda.

General Counsel recommends that the Executive Committee of the Board of Trustees recommends to the Board of Trustees to approve the Policy Update Memorandum attached hereto as Attachment C.

(2) Resolution on College Officers Designated to Sign City Contracts (Action Item)

The City of Philadelphia has requested a Resolution from the College's Board of Trustees designating the Officers of the College authorized to sign contracts with the City. The College administration requests that the Executive Committee of the Board of Trustees recommends to the Board of Trustees to approve the Resolution attached hereto as Attachment D, which designates Dr. Alycia Marshall, President, and Jeff Eberly, Vice President of Finance and Administration and Treasurer, to sign contracts with the City on behalf of the College.

(3) Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following items:

- Contract to Allstates Mechanical, Ltd. for HVAC System Replacement and Upgrade at NERC
- Contract to Flanagan Mechanical Services for HVAC System Replacement and Upgade at CBI
- Renewal Contract with Thomas Reuters for Paralegal Studies
- Contract with Sun Life for Stop Loss Coverage
- Contract to MayoSeitz Media for Media Buying Services

- Harmelin Media Payment
- Contract to SEPTA for New Pilot Program
- Contract with U3 Advisors for Strategic Advisory Services
- Contract with Mattison Advisors for Strategic Advisory Services
- Contract with FirstLight Fiber for Internet Connectivity Services

cc: Dr. Alycia Marshall
Mr. Jeff Eberly
Mr. Derrick Sawyer

Attachment A

FUNDING FOR ACTION ITEMS MEETING OF THE BUSINESS AFFAIRS COMMITTEE OF THE BOARD OF TRUSTEES
AGENDA: August 19, 2026

Agenda Item No.	Vendor Consultant	Amount	Source
1	Allstates Mechanical	$1,031,200.00	Bond-Funded Capital
2	Flanagan Mechanical Services	$1,432,577.00	Bond-Funded Capital
3	Thomas Reuters for West Proflex	$153,140.16	Operating
4	Sun Life	$1,744,382.00	Operating
5	MayoSeitz Media	$842,925.00	Operating
6	Harmelin Media	$396,794.02	Operating
7	SEPTA	$546,901.00	CEAP Grant (pending) and Operating
8	U3 Advisors	$234,000.00	Operating
9	Mattison Advisors	$195,000.00	Operating
10	Firstlight Fiber	$141,184.08	Operating

Attachment B

Community College of Philadelphia

Resolution #___ – Fiscal Year 2026-2027

Resolution for Board of Trustees Meeting September 3, 2025 for Salary Increases for Administrators, Grant Administrators, and Confidential Employees

WHEREAS on August 19, 2026, the Business Affairs Committee of the Community College of Philadelphia's Board of Trustees approved a motion recommending that the Community College of Philadelphia's Board of Trustees approve a salary increase for College Administrators, Grant Administrators, and Confidential Staff of up to five percent (5%), subject to satisfactory evaluation and performance, effective September 1, 2026:

NOW THEREFORE, on this 3rd day of September, 2026, the Board of Trustees hereby resolves that, subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a salary increase of up to five percent (5%) retroactive to September 1, 2026.

Attest:

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

____
Jeff Eberly, Treasurer

____
Alycia Marshall, President

Attachment C

OFFICE OF THE GENERAL COUNSEL
M E M O R A N D U M

TO: Executive Committee of the Board of Trustees and Policy Working Group
Harold T. Epps
Ajeenah Amir
Chekemma Fulmore-Townsend
Sheila Ireland
Keola Harrington
Roz McPherson
Mindy Posoff
Jeremiah White
Timothy Ford
Carol Jenkins
Judy Gay

FROM: Carolyn Flynn, General Counsel
David Solomon, Associate General Counsel

DATE: August 19, 2026

SUBJECT: Policy Update for Joint BAC & Executive Committee

Below is a summary of the policies that were reviewed in 2025-2026, outstanding policy reviews, and the upcoming policy review list:

1) The College reviewed the 21 policies listed below with brief descriptions.

Policy Name/Number	Description of Review	Policyholder	Approve By
Academic & Time Amnesty (#10)	Under the updated policy, the Provost and VP of Academic and Student Success may appoint a designee to grant academic or time amnesty to a student.	Dean of Students	President (Pending President's Approval)
Policy on Transfer Credit (#12)	Reviewed with no proposed revisions.	AVP, Enrollment Management	President
Involuntary Student Leave of Absence (#15)	Reviewed with no proposed revisions.	AVP, Student Success/Dean of Student Retention	President
Establishing Community College of Philadelphia Awards and Scholarships (#104)	Revised to remove procedural language from the policy.	VP, Institutional Advancement	Board of Trustees (To be presented for approval at the October meeting)
Smoke-Free Campus Policy (#151)	Revisions updated language, added language on accountability for non-	AVP, Facilities and Construction Management	President (Pending President's approval)

	compliance, and specified prohibited products.		
Food or Drink in Classrooms, laboratories, or Other Designated Areas (#154)	Recommended for discontinuance as not required.	AVP, Facilities and Construction Management	Board of Trustees (For discontinuance; To be presented to Board for approval at the October meeting)
Sign-Out Procedure for Long-Term Audiovisual Equipment (#155)	Recommended for discontinuance as outdated and unnecessary.	AVP, Information Technology	Board of Trustees (For discontinuance; To be presented to Board for approval at the October meeting)
Posting in College Facilities (#159)	Revisions updated references to posting locations and amended and simplified language.	AVP, Facilities and Construction Management	President (Pending President's approval)
Inclusion of Small and Local Businesses In College Purchasing Activities (#216)	Revisions update the policy to be consistent with the City's shift to prioritizing small and local businesses via Executive Order No. 6-25.	Director, Purchasing and Services	Board of Trustees
Royalties and Other Compensations or Incentives Related to Selection of Course Materials (#218)	Reviewed with no proposed revisions.	AVP, Accounting and Controller	President
Tuition Remission for Employees, Their Spouses, Domestic Partners and Children (#251)	Reviewed with no proposed revisions.	AVP, Human Resources	President (Pending President's approval)
Leaves of Absence for Administrative Personnel for Military Duty (#253)	Reviewed with no proposed revisions.	AVP, Human Resources	President (Pending President's approval)
Accidents at Work (#254)	Recommended for discontinuance as policy includes only procedure for employees to report accidents.	AVP, Human Resources	Board of Trustees (For discontinuance; To be presented to Board for approval at the October meeting)
Documentation Required for Extended Illness (#256)	Reviewed with no proposed revisions.	AVP, Human Resources	President (Pending President's approval)

COVID Leave Policy (#264)	Recommended for discontinuance; the applicable law is expired.		Board of Trustees (For discontinuance; To be presented to Board for approval at the October meeting)
Campus Mail Procedures (#302)	Revisions include updating terminology to match what USPS uses in 2026 and establishing timelines for final pickup (non-emergency).	Director, Purchasing and Services	President (Pending President's approval)
Policy Governing the use and Duplication of Software (#305)	Revisions to update language and emphasize personal responsibility for unauthorized duplication of software (no indemnity from the College)	AVP, Information Technology	President
Policy for Responsible Computing (#306)	Revisions to update language and add requirement for securing personal devices, e.g., cell phones.	AVP, Information Technology	President
Acceptable Use Policy for Interactive Systems (#307)	Updates to technology definitions and references to other College policies.	AVP, Information Technology	President
Hardware and Software Support Policies on Campus (#309)	Updates to references to and definitions of hardware and other updates to reflect current terminology.	AVP, Information Technology	President
Identity Theft Detection and Prevention (#312)	Reviewed with no proposed revisions.	AVP, Information Technology	President

2) Additional Policies that we anticipate to be completed by the October Board of Trustees Meeting:

   a. Admittance to College Buildings (#152)
   b. Forgivable Loan Policy (#206) (Requires Board Approval)
   c. Travel Authorization and Reimbursement (#217) (Requires Board Approval)
   d. Political Activity Policy (New) (Requires Board Approval)
   e. Anti-Discrimination and Harassment Policy (#357)
   f. Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program (#310)
   g. Personal Information Privacy and Protection Policy (#320)

3) The following policies have been reviewed and approved by General Counsel and are awaiting Standing Committee/IWC approval:

   a. Statement of Acceptable Behavior for College Guests and Visitors (#161)
   b. Material Procurement Cut-off Dates for College Operating and Capital Budgets (#208)

4) The following policies were not completed this year, are currently under review and should be completed in the 2026-2027 year:

a. Policy Governing Use of College Facilities (#153): As the College is still evaluating rental options related to facilities and sponsorship activities that may impact use of facilities, this policy is still under review.
b. Expenditure Approval Requirements (#203) (Requires Board Approval): This policy was put on hold until the new Vice President of Finance and Administration was hired. Also, with the re-organization that is occurring and includes of new levels of senior leadership (e.g. Senior Vice Presidents), this policy needs to be revised to incorporate those changes, which may impact expenditure levels.

5) The following policies are scheduled for review or drafting in the 2026-2027 year:
   a. Board of Trustees Statement on Student Activities (#102)
   b. College Identification Card Policy (#160)
   c. Expressive Demonstration: Time, Place and Manner Policy (#163)
   d. Acceptable Use of Artificial Intelligence Policy (New). A policy about acceptable artificial intelligence use is anticipated in 2026-2027.
   e. Sponsorship Policy (New). Discussions related to a policy about commercial sponsorships are ongoing.

<u>Attachment D</u>

Community College of Philadelphia

Resolution #___ – Fiscal Year 2026-2027

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

On this 3rd day of September, 2026, 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"):

Dr. Alycia Marshall, President

Jeff Eberly, Vice President of Finance and Administration and 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:

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary