

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, August 29, 2018 – 10:00 A.M.**

**TO:** Business Affairs Committee of the Board of Trustees  
**FROM:** Jacob Eapen   
**DATE:** August 24, 2018  
**SUBJECT:** **Committee Meeting**

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A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Wednesday, August 29, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.** For those members who are dialing into the meeting, the following is the conference bridge information: **DIAL-IN NUMBER: 1-888-675-6779; PARTICIPANT PASSCODE: 2050590#**

**AGENDA – EXECUTIVE SESSION**

**AGENDA – PUBLIC SESSION**

**(1) Grant Thornton Contract Extension (Action Item):**

The College is required to submit audited financial statements to the Board of Trustees, State and City authorities, and other stakeholders. The current five year contract with Grant Thornton will expire with the completion of the 2017-18 audit. The Audit Committee recommends a one year extension with Grant Thornton for the audit year 2018-19. The College will issue an RFP for a three year contract covering fiscal years 2019-20, 2020-21 and 2021-22.

Staff's recommendation to the Committee is to approve a one year extension with Grant Thornton.

**(2) Amendment to HDR Contract for Architectural Services for the Library and Learning Commons Project (Action Item):**

HDR's proposal assumed a project scope of approximately 50,000 SF and based the fee accordingly. During the programming phase additional project scope was added in order to consolidate all of the learning labs including the Math Lab on the second floor and the Central Learning Lab. The original project scope only included the space currently occupied by the Library, the Library mezzanine, the FCTL, the Science and Health Learning Lab and the offices for Trio and Academic Connections. The FCTL and the offices for Trio were not able to fit within the original assigned footprint so additional space had to be added in to accommodate them. Currently the net assignable square footage of the project

scope is at 64,600 SF which is an increase of about 29%. Additionally, the Student Academic Computer Center (SACC) Lab (currently on the second floor) and a Makerspace are now being incorporated into the Library and Learning Commons both of which were not part of the original scope outlined in the RFP. Although these do not increase the overall square footage, the requirements needed to include these spaces do add to the overall engineering design effort.

Although the project scope has increased by 14,600 square feet, HDR has agreed to accept a revised agreement based on 8,000 square feet for additional fees of \$132,220 which is 16% more than the original amount of \$1,264,377. The revised adjustment will increase fees to \$1,396,597.

Staff's recommendation to the Committee is to approve the revised agreement with HDR increasing the fees by \$132,220, which brings the total amount to \$1,396,597.

**(3) Stop Loss Insurance (Action Item):**

Stop loss insurance reimburses the College when healthcare claims for an employee or retiree exceed a specified deductible. Aggregate stop loss insurance creates a ceiling on claims the College will pay on its entire healthcare plan. The period of a stop loss insurance contract is one year.

The College requested that Alliant, the College's benefits broker, solicit renewal quotes for the stop loss insurance effective September 1, 2018. The College received three bids for this coverage. UNUM (United Mutual Life Insurance) proposal best meets the requirements of the College. UNUM is an insurance company with an A.M. Best rating of A (excellent financial strength).

Staff's recommendation to the Committee is to accept the proposal made by UNUM for the period September 1, 2018 to August 31, 2019 in the amount of \$1,545,647.

**(4) Independence Blue Cross Rates (Action Item):**

The College received an administrative fee proposal for a three-year contract with Independence Blue Cross starting September 1, 2018 through August 31, 2021. For 2018-2019, the rate per employee per month will be \$53.56. For 2019-2020, the rate per employee per month will be \$54.47. For 2020-2021, the rate per employee per month will be \$55.38.

Staff's recommendation to the Committee is to accept the new three year contract with Independence Blue Cross starting September 1, 2018 through August 31, 2021.

**(5) Tuition Rate for Online Students from Unrepresented Counties in Pennsylvania (Action Item):**

Current College policy is to charge double tuition to all Pennsylvania residents who do not reside in Philadelphia. One of the strategic initiatives of the College is to increase online enrollment for students living in PA counties that have no local Community College. Those counties include: Bedford, Bradford, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Forest, Franklin, Fulton, Greene, Juniata, Lycoming, McKean, Mifflin, Montour, Perry, Pike, Potter, Snyder, Tioga, Union, Venango, Warren, and Wyoming. The College's current tuition policy, to charge double tuition to all Pennsylvania residents who do not reside in Philadelphia, is a disadvantage when compared to other Pennsylvania colleges that are competing for the same student population.

Staff's recommendation to the Committee is that the student tuition rate for online courses only, for the counties mentioned above, be set at 120% of the in-county rate which will be \$191 (\$159 x 120%) per credit.

**(6) Update on Classroom Door Locks (Information Item):**

College staff had previously received Board approval for the installation of interior door locks on classroom doors up to a maximum cost of \$225,000 and would report back on the results of the RFP that would be issued. The College issued an RFP to three firms that specialize in this type of work – James Doorcheck Inc., Great Valley Lockshop, Inc. and Liberty Door Systems, LLC. The College had previously surveyed all classroom doors and had identified the appropriate lock hardware to be installed that meets both fire code and ADA compliance. A total of 127 doors will be equipped with new hardware that enable faculty to turn a thumb bolt to lock the door. The door can be easily unlocked by turning the handle; this one-step process is an ADA requirement. Another 83 doors that currently have an electronic swipe device need a minor adjustment to be able to lock the door from the inside. In addition to the classroom doors, the RFP also included the installation of equipment on 19 exterior fire escape doors to convert them to delayed egress doors. James Doorcheck, Inc. submitted the lowest bid at a cost of \$177,000 for installation during normal business hours. Installation may have to be done outside of normal business hours which potentially could add approximately \$20,000 to the cost of the project. Great Valley's bid for installation during normal business hours was \$190,833. Liberty Door Systems did not submit a bid.

Consistent with the approval of the Board, the College awarded the contract for interior classroom door locks and delayed egress door equipment to James Doorcheck, Inc. at an anticipated cost of \$197,000. This includes the \$20,000 additional amount for the work being done outside of normal business hours.

**(7) Next Meeting Date:**

The next regularly scheduled meeting of the Committee will be held on Wednesday, September 26, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

**JE/lm**

**Attachments**

**ci**     **Mr. Jeremiah White**  
**Dr. Donald Generals**  
**Mr. Gim Lim**  
**Mr. James P. Spiewak**  
**Victoria Zellers, Esq.**

# **ATTACHMENT A**

## **Tuition Rate for Online Students from Unrepresented Counties in Pennsylvania**

	Cost of 3 Cr Hr Online Course including Fees		Reduced Tuition Rate	
Philadelphia	\$ 1,211.00	*	\$ 830.00	*
Beaver County	\$ 1,143.00			
Montgomery County	\$ 1,035.00			
Reading Area	\$ 1,007.00			
Westmoreland County	\$ 969.00			
Luzerne County	\$ 966.00			
Northampton County	\$ 957.00			
Delaware County	\$ 939.00			
Butler County	\$ 870.00			
Allegheny County	\$ 818.00			
Penn Highlands	\$ 813.00			
Harrisburg Arrea	\$ 793.50			
Lehigh County	\$ 765.00			
Bucks County #	\$ 706.00			
<b>* Philadelphia</b>				
Tuition - 3 Cr Hrs - out-of-county rate	\$ 954.00		\$ 573.00	
COapital fee	\$ 60.00		\$ 60.00	
On-Line Course Fee	\$ 35.00		\$ 35.00	
General College Fee	\$ 12.00		\$ 12.00	
Technology Fee	\$ 90.00		\$ 90.00	
New Student Fee	\$ 60.00		\$ 60.00	
	\$ 1,211.00		\$ 830.00	
# Bucks County charges 120% of in-county rate; all others charge out-of-county rate				