

**ZOOM MEETING OF THE BUSINESS AFFAIRS COMMITTEE OF THE BOARD OF TRUSTEES**

**Community College of Philadelphia  
Tuesday, May 5, 2020 – 9:00 A.M.**

*<https://ccp.zoom.us/j/97664758509>*

*Meeting ID: 976 6475 8509*

*One tap mobile*

*+1.646.558.8656; 976.6475.8509# US (New York)*

**TO:** Business Affairs Committee of the Board of Trustees  
**FROM:** Jacob Eapen  
**DATE:** May 1, 2020  
**SUBJECT:** **Committee Meeting**

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A Zoom meeting of the Business Affairs Committee of the Board of Trustees will be held on **Tuesday, May 5<sup>th</sup> at 9:00 A.M. Please use the following Zoom information:**

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**AGENDA**

**PUBLIC SESSION**

**(1) Committee Approval Not to Charge \$4 Per Credit in College Fees for Summer I & II (Action Item):**

The College is offering distance learning for Summer I and Summer II. It is recommended that the College should not charge the \$4 per credit in College fees. This fee is used for student activities and athletics. The students are not able to avail student activities and athletics during summer since the classes are on-line.

The staff is requesting that the Committee recommend to the full Board that the College not charge \$4 per credit in College fees for Summer I & II since only distance learning courses will be offered.

**(2) Committee Approval for a Change Order in the Amount of \$25,349 Bringing the Total Library Cisco RFP to \$139,349 (Action Item):**

The Board approved the Library Cisco RFP award to Graybar on April 2, 2020 in the amount of \$114,000. Upon receipt of equipment, it was determined that an incorrect part number was bid and required replacement equipment at a higher cost. The vendor agreed to provide a 3% discount on the equipment cost. The resulting change will increase the procurement cost by \$25,349 bringing the total RFP to \$139,349.

The staff is requesting that the Committee recommend to the full Board that the College approve the total Library Cisco RFP award to Graybar in the amount of \$139,349.

**(3) Recommendation to Full Board to Pass a Resolution to Amend the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plan to Cover Employees on Furlough Status (Action Item):**

The 2019 novel coronavirus (COVID-19) has become a global pandemic and a national, commonwealth and local emergency ("COVID-19 Emergency") requiring the College to close its physical Main Campus and Regional Centers effective March 14, 2020 and move all instruction and most student services to online and other remote alternative delivery methods through at least the end of Summer II 2020 creating a lack of work in certain positions. Additionally, Summer 2020 and Fall 2020 enrollment has decreased significantly causing severe budget constraints. To alleviate these budget constraints, the College may be required to place employees on furlough, a temporary unpaid lay off status, to address budget constraints and lack of work. The College will seek volunteers for temporary layoffs, (Furloughs), before engaging in any mandatory furloughs or layoffs.

The College also sponsors and maintains a group health, disability, and life insurance plan for the benefit of certain eligible employees, retirees, and their eligible dependents and beneficiaries (collectively, the "Plans"). In order to protect employees' eligibility to maintain their benefits during any furlough status, the College desires to amend the Plans at this time to provide that employees who are classified in a temporary unpaid lay off status ("Furlough Status") may continue to participate in the Plans during their furlough.

The College also desires to pay the cost of employee required contributions for Personal Choice medical coverage for full-time employees with a furlough status. The College administration requests the Business Affairs Committee to recommend the attached Resolution to the full Board of Trustees at the May 7th, 2020 meeting. Please refer to Attachment A.

**(4) Next Meeting**

The next regularly scheduled meeting of the Committee **is tentatively scheduled for Wednesday, May 20<sup>th</sup> at 9:00 A.M.**

## **AGENDA**

### **EXECUTIVE SESSION**

An Executive Session will follow the Public Session.

**JE/Im**

**cc:**

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

## **Attachment A**

### **Resolution to Amend the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plan to Cover Employees on Furlough Status**

**RESOLUTION TO AMEND THE COMMUNITY COLLEGE OF PHILADELPHIA'S HEALTHCARE PLAN  
AND DISABILITY AND LIFE INSURANCE PLAN**

Whereas the 2019 novel coronavirus (COVID-19) has become a global pandemic and a national, commonwealth and local emergency ("COVID-19 Emergency");

Whereas the COVID-19 Emergency required the College to close its physical Main Campus and Regional Centers effective March 14, 2020 and move all instruction and most student services to online and other remote alternative delivery methods through at least the end of Summer II 2020 creating a lack of work in certain positions;

Whereas Summer 2020 and Fall 2020 enrollment has decreased significantly causing severe budget constraints;

Whereas to alleviate these budget constraints, the College may be required to place employees on furlough, a temporary unpaid lay off status, to address budget constraints and lack of work;

Whereas the College sponsors and maintains a group health, disability, and life insurance plan for the benefit of certain eligible employees, retirees, and their eligible dependents and beneficiaries (collectively, the "Plans");

Whereas, the College desires to amend the Plans at this time to provide that employees who are classified in a temporary unpaid lay off status ("Furlough Status") shall continue to participate in the Plans during their furlough;

Whereas, the College desires to pay the cost of employee required contributions for Personal Choice medical coverage for full-time employees with a Furlough Status;

Now therefore, on this 7<sup>th</sup> day of May, 2020, the Board of Trustees for the Community College of Philadelphia hereby resolves to amend the Plans as follows:

1. Full-time employees and part-time classified employees who are moved to a Furlough Status, at any time between May 11, 2020 and December 31, 2020 may continue their current medical, prescription, and dental coverage for themselves and their eligible dependents through December 31, 2020 at the same employee required contribution rates; except that during the period of Furlough Status, full-time employee contributions toward the cost of Personal Choice medical insurance will be suspended.
2. Full-time employees and part-time classified employees who are moved to a Furlough Status may continue their current disability and life insurance coverage through December 31, 2020.
3. All other provisions of the Plans shall remain the same.
4. This Amendment shall automatically terminate and cease to be effective on December 31, 2020.

IN WITNESS WHEREOF, the duly authorized Chairman of the Board of Trustees for Community College of Philadelphia named below has caused this Amendment to the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plans to be executed on the date indicated below.

**COMMUNITY COLLEGE OF  
PHILADELPHIA**

Date: May 7, 2020

By: \_\_\_\_\_  
Jeremiah White, Chairman of the  
Board of Trustees