

**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)*

**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, Mr. Gim Lim, Mr. Derrick Sawyer, Mr. James P. Spiewak, Victoria L. Zellers, Esq., and Ms. Sabrina Maynard (Guest)

**AGENDA**

**PUBLIC SESSION**

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

Discussion: Mr. Eapen stated that all of the College's instructional sections are being offered as distance learning sections the for Summer I and Summer II terms. It is recommended that the College not charge the \$4 per credit General College fee. This fee is used to support the student activities and athletic programs. Students enrolled in the summer terms will not be able to participate in student activities and athletics. The value of the waived fees is estimated at \$174,000.

Action: Mr. Epps moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board that the College not charge the \$4 per credit General College fee for Summer I & II since only distance learning courses will be offered. The motion passed unanimously.

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

Discussion: Mr. Eapen stated that the Board approved an RFP award of Cisco equipment required for the Library/Learning Commons project 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 the required replacement equipment was at a higher cost. The vendor agreed to provide a 3% discount on the equipment cost. The resulting change to the order will increase the procurement cost by \$25,349 bringing the total value of the RFP award to \$139,349.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Committee recommend to the full Board that the College approve the total RFP award of Cisco equipment required for the Library/Learning Commons project to Graybar in the amount of \$139,349. The motion passed unanimously.

**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):**

Discussion: Ms. Zellers explained that due to the complications related to the COVID-19 pandemic situation which 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 a lack of work for certain employee positions transpired. Additionally, Summer 2020 and Fall 2020 enrollments have 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.

Ms. Zellers stated that 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.

Ms. Zellers further explained that 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. She stated that this Plan Amendment is only through December 31, 2020.

In response to questions, Ms. Zellers noted that the College staff have discussed the voluntary furlough plan with the Federation whom has signed an Agreement. Notices were mailed and emailed to employees on May 4, 2020 with a one-week time period for the employees to respond. The voluntary furlough would be for the period May 18 through July 31, 2020. Staff indicated that it cannot predict the number who will accept the voluntary furlough.

Action: Mr. Soileau moved and Mr. Herzog seconded the motion that the Committee recommend the approval of the Resolution to Amend the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plan as outlined in Attachment A to the full Board of Trustees at the May 7th, 2020 meeting. The motion passed unanimously.

**Approval of a Voluntary Furlough Option (Action Item):**

Discussion: As noted above, COVID-19 and the transition to online and remote learning has caused budget constraints and a lack of work in certain positions. As a first step to address these issues, the College administration recommends offering voluntary furloughs to employees in positions that lack work. The College administration reached an Agreement with the Federation to offer voluntary furloughs to certain Classified Bargaining Unit employees who lack work and will also offer the voluntary furloughs to certain confidential and administrative employees who lack work as well. The Voluntary Furloughs would be from May 18, 2020 through July 31, 2020. During the furloughs, which are temporary lay-offs, employees would not be paid but would be eligible to maintain healthcare, disability and life insurance benefits based on the Amendments to the Plans discussed above as well as remain eligible for tuition remission. Employees will be informed of their right to apply for unemployment compensation

under the Pennsylvania Unemployment Compensation law and also seek enhanced unemployment compensation funds through the CARES Act. The College administration recommends seeking volunteers for a Voluntary Furlough option before considering any mandatory furloughs and seeks the Board's approval of this approach.

Action: Mr. Herzog moved and Mr. Epps seconded the motion that the Committee recommend the voluntary furlough option for the time period May 18 through July 31, 2020 before considering mandatory furloughs to the full Board of Trustees at the May 7th, 2020 meeting. The motion passed unanimously.

### **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 followed the Public Session.

**JE/Im**  
**Attachments**

## **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