

**ZOOM MEETING OF THE BUSINESS AFFAIRS AND  
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Thursday, July 30, 2020 – 9:00 A.M.  
<https://ccp.zoom.us/j/94293087729>**

Present for Business Affairs Committee & Executive Committee: Lydia Hernández Vélez, Esq.  
and Jeremiah J. White, Jr.

Present for the Business Affairs Committee: Mr. Rob Dubow, Mr. Steve Herzog, and Mr.  
Michael Soileau

Present for the Executive Committee: Ms. Chekemma Fulmore-Townsend

Present for the Administration: Mr. Jacob Eapen, Mr. William Bromley, Ms. Marsia Henley, Dr.  
Samuel Hirsch, Mr. Derrick Sawyer, and Victoria L. Zellers, Esq.

Guest: Ms. Sabrina Maynard, City of Philadelphia

**AGENDA**

**Business Affairs Committee  
PUBLIC SESSION**

Ms. Hernández Vélez opened the meeting at 9:03 A.M. and asked Mr. Eapen to start  
with the first agenda item.

**(1) Authorization to Purchase Mac Laptops from Apple Education (Action Item):**

Mr. Eapen stated that there are programs at the College which normally provide students on-campus access to the computers necessary to complete the program's course work: Art and Design; Music/Sound Recording and Music Technology; and Photography and Digital Video Production. These computers have specific software installed on them and exceed typical technical requirements in order to run these programs. Mr. Bromley stated that the curriculum is built on a MacIntosh operating system.

Because of COVID-19, the Fall 2020 semester will take place nearly all online. As such, students in the above programs will not be able to access the computers needed for their courses. The College will require the Mac laptops for these courses and will also need software to be installed on these laptops. Without the Mac laptops, students will not be able to complete their scheduled courses, which may negatively impact their progress in completing their degree.

Dr. Hirsch further explained that the Art and Design; Music/Sound Recording and Music Technology; and Photography and Digital Video Production are designed to keep students engaged in order for them to obtain their certification or degree and are important in a virtual environment.

Mr. Eapen reviewed the breakdown of the purchases which is found in Attachment A. Mr. Soileau asked for the number of laptops being purchased and for clarification on how the

laptops are protected. Mr. Eapen stated that 207 laptops are being purchased. Mr. Bromley stated that the College carries a 4-year Apple Care+ support warranty. Additionally, students sign a laptop loaner agreement upon picking up a laptop.

Mr. Eapen requested that the Business Affairs Committee recommend to the Executive Committee of the Board the purchase of Mac Laptops from Apple Education at a total amount of \$318,336. Mr. Eapen stated that this procurement will be paid from CARES Act institutional dollars.

Prior to the vote, Mr. Dubow asked the status in terms of spending the CARES Act dollars. Mr. Eapen stated that out of the \$8M received, the College spent roughly \$4.3M; and that the College is still reviewing other areas to spend the dollars until Spring 2021.

Action: Mr. Soileau moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board the purchase of Mac Laptops from Apple Education at a total amount of \$318,336. This procurement will be paid from CARES Act institutional dollars. The motion passed unanimously.

### **Executive Committee** **PUBLIC SESSION**

#### **(1) Authorization to Purchase Mac Laptops from Apple Education Based on the Business Affairs Committee Recommendation**

Mr. White called to order the meeting of the Executive Committee of the Board of Trustees. Ms. Hernández Vélez moved and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board approve the purchase of Mac Laptops from Apple Education at a total amount of \$318,336. This procurement will be paid from CARES Act institutional dollars. The motion passed unanimously.

Mr. White ended the Executive Committee session. Both Committees returned into the Business Affairs Committee Public Session to discuss the status of enrollments.

### **Business Affairs Committee** **PUBLIC SESSION**

#### **(2) Enrollment Update (Information Item):**

Dr. Hirsch compared enrollments for the same point in time as in 2019. The enrollment is down by approximately 25% in total credit hours and headcount. In terms of returning students, the enrollment is down by approximately 20% and for new students, the enrollment is down by approximately 50%.

Dr. Hirsch explained that full-time returning students is currently lagging. He stated that August is typically a busy month for student enrollment and the College is employing a number of strategies to increase the potential for new and continuing student to enroll for the fall. One of the fall terms that starts on October 6<sup>th</sup> is the 10-week term which is a good option for students who started the enrollment process late and need additional time to complete the financial aid process and other enrollment steps.

Mr. Dubow asked how much one percent on the loss of enrollment is equivalent to our projected budget revenue. Mr. Eapen responded that for late Summer, one percent is equivalent to \$44,200. For Fall, one percent is equivalent to \$318,000. Ms. Fulmore-Townsend requested a clear message regarding Summer I and Summer II budget assumptions. Ms. Zellers stated that the College tracks enrollments from this point in time as compared to last year. In essence, Summer II enrollments are up from the amount expected in the budget, but the Fall enrollments are down. Mr. Eapen stated that roughly \$3.8M is the loss of enrollment revenue at this time.

Ms. Fulmore-Townsend expressed that College staff should plan on updating the Board of Trustees on the status of enrollments and on the budget. Mr. Eapen stated that a Business Affairs Committee meeting is scheduled for August 19<sup>th</sup> and an update will be given on the projected revenues and expenses. Dr. Hirsch further added that the Fall semester begins on Tuesday, September 8<sup>th</sup> and a Board of Trustees meeting is scheduled on September 3<sup>rd</sup> where an enrollment report will be shared with the Trustee members of the Student Outcomes Committee.

Mr. White asked how are our students are impacted with the School District of Philadelphia staying virtual until November 18<sup>th</sup>. Dr. Hirsch stated that this timeframe would allow our students, even those in dual enrollment, to make appropriate decisions on their personal planning and enrollment.

Mr. Soileau expressed his concerns looking from a worst-case scenario, and stated that a Marketing Plan for enrollment should be prepared by Ms. Rooney so that Mr. Eapen can act accordingly with the budget. He stated that Ms. Rooney should send the Marketing Plan to the Business Affairs and Executive Committees.

Mr. White expressed his concerns regarding the enrollments and stated that we need to plan on different scenarios to make rational judgments. He stated that the College ended last term with students online, and that students need extra support. He asked staff to further examine what we are doing to make enrollment successful and to find out which students are struggling.

**New Item:**

Ms. Zellers stated before the close of the meeting that the College obtained its zoning permit for the parking lot located at 4701 Chestnut Street and that staff can start planning on demolition and groundbreaking.

Ms. Hernández Vélez moved to motion to close the meeting. Mr. Soileau moved and Mr. Dubow seconded the motion. The motion passed unanimously.

The meeting adjourned at 9:27 a.m.

## **ATTACHMENT A**

### **Mac Laptops**

Description	Quantity	Unit Price	Total
13-Inch MacBook Pro 2.0GHz	17	\$1,699	\$28,883
13-Inch MacBook Pro 1.4GHz	48	\$1,399	\$67,152
13.3 MacBook Pro with Retina	57	\$1,399	\$79,743
4-Year Apple Care+ for Schools	17	\$299	\$5,083
4-Year Apple Care+ for Schools	48	\$299	\$14,352
4-Year Apple Care+ for Schools	57	\$299	\$17,043
13-MacBook Air Space Gr	85	\$999	\$84,915
4-Year Apple Care+ for Schools	85	\$249	\$21,165
Grand Total			\$318,336